



95309

Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**December 13, 2022**

No. 716 s. 2022

**DIRECTIVE TO SUBMIT LACKING DOCUMENTS FOR TRANSFER OF TITLE /  
TITLING OF SCHOOL SITES**

To: **JOY R. BAULETE**  
**NOBA J. RUBION**  
**REX C. SAYSON**  
**EUGENE S. SAYSON**  
**MYLENE G. SAMONTE**  
**JACQUELINE A. JAUM**  
**ROWELEM V. ROSIMA**  
**ALLEN JOSEPH R. MALAHAY**  
**MERILYN T. SALBORO**

**INDA D. NACUA**  
**JUVIC V. SUCAYRE**  
**AIMEE AMOR C. PORTO**  
**FELZEV LLOYD C. SAYSON**  
**ZANDRIA M. SY**  
**TITA T. HERAMIZ**  
**PETER PAUL V. DEIPARINE**  
**NORWENDA G. HAIRIL**

1. This has reference to the report from Aniceto L. Bretaña, Geodetic Engineer, Bretaña Surveying Office, re: **Status of Subdivision/Segregation Survey on School Sites and Relocation Survey on School Sites with Previously Approved Surveys.**
2. Relative hereto, you are hereby directed to submit all the lacking documents which caused the pending status. Attached is the report for your ready reference.
3. For your information and prompt compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
22-95309  
DATE: DEC 14 2022 TIME: 9:11 AM  
BY: [Signature]



## BREÑA SURVEYING OFFICE

#3 Capricorn St., GSIS Hts., Matina, Davao City  
Tel No. (082)297-0463

December 6, 2022

### **CRISTY C. EPE**

Office of the School Division Superintendent  
Department of Education  
Roxas corner Lopez Jaena St., Barangay Zone II  
Digos City

Subject : **REPORT ON SUBDIVISION/SEGREGATION SURVEY ON SCHOOL SITES AND RELOCATION SURVEY ON SCHOOL SITES WITH PREVIOUSLY APPROVED SURVEYS.**

Dear Maam;

Good day.

The undersigned, Geodetic Engineer Aniceto L. Breña most respectfully submit this foregoing report relative to the Procurement of Services for Survey Transfer of Title/Titling on School Sites, bearing Project No.22-01-06. Actual surveys were conducted on all school sites which started May 12, 2022 and ended last May 28, 2022. Prior to the conduct of the actual survey, we conducted an Information and Education Campaign by way of going to every school informing the Principal/School In-Charge that their school are one of the recipients of the survey bidded by the Department of Education Digos City. We gathered data from them and at the same time did a thorough research at the Records Section of DENR-XI, Bangkal, Davao City and also Land Registration Authority Quezon City. On the actual survey, the principal or his duly authorized representative were there to pin point on the ground their boundaries.

### **I. SURVEYED SCHOOL SITES**

<b>ITEM</b>	<b>SCHOOL SITE</b>	<b>LOCATION</b>
1	Ruparan Elementary School	Barangay Ruparan Digos City
2	Igpit Elementary School	Barangay Igpit,Digos
3	Digos City Central Elementary School	Rizal Avenue, Digos
4	Dulangan Elementary School	Dulangan ,Digos
5	Pedro Garcia Elementary School	Punta Biao,Cogon,Digos

6	Damnas Elementary School	Goma,Digos
7	Federico Alferez Elementary School	Goma,Digos
8	Badiang Elementary School	Sinawilan,Digos
9	Binaton Elementary School	Binaton,Digos
10	San Miguel Elementary School	San Miguel,Digos
11	Casildo Nonol Elementary School	Digos
12	Remedios Saplala Elementary School	Matti,Digos
13	Soong National High School	Soong, Digos
14	Matti National High School	Matti,Digos
15	Igpit National High School	Igpit ,Digos
16	Balabag National High School	Balabag,Digos
17	Jolencio Alberca Elementary School	Ruparan ,Digos

Details of the foregoing survey are hereto attached for your reference.

Very truly yours,

  
 ANICETO L. BRETaña  
 Geodetic Engineer

**SUBDIVISION/SEGREGATION SURVEY ON SCHOOL SITES AND  
RELOCATION SURVEY ON SCHOOL SITES WITH PREVIOUSLY APPROVED SURVEYS**

**SUBMITTED TO DENR-XI, SMD**

1. JOLENCIO ALBERCA ELEMENTARY SCHOOL  
(TCT No. 144-2022000601)
2. IGPIT NATIONAL HIGH SCHOOL  
(TCT No. T-16804)
3. DULANGAN ELEMENTARY SCHOOL  
(TCT No. T-13398)

**SUBMITTED TO CENRO DIGOS, DENR-XI**

1. MATTI NATIONAL HIGH SCHOOL
2. REMEDIOS SAPLALA ELEMENTARY SCHOOL
3. PEDRO GARCIA ELEMENTARY SCHOOL
4. BINATON ELEMENTARY SCHOOL
5. DIGOS CITY CENTRAL ELEMENTARY SCHOOL

**STATUS**

**PENDING :**

Required to submit the following:

1. Endorsement or Authorization Letter/Contract of Usufruct
2. Subdivision Plan for signature of the School Superintendent

**NOTE:**

Requirements to be provided by the School

**PENDING :**

Required to submit the following:

1. Historical Background of possession/occupation of the school
2. Recent photographs with Panoramic View and improvement of the School
3. Court /LRA Certification or no pending land registration case where the School is located
4. Endorsement or Authorization Letter/Contract of Usufruct
5. Letter request for Survey Authority to be signed by the SDS

**NOTE:**

Requirements to be provided by the School

Subdivision Plan for signature of the SDS

**FOR TITLING : CENRO DIGOS, DENR-XI**

1. BALABAG NATIONAL HIGH SCHOOL
2. SOONG NATIONAL HIGH SCHOOL
3. RUPARAN ELEMENTARY SCHOOL

**FOR TITLING : Registry of Deeds, Digos City**

1. BADIANG ELEMENTARY SCHOOL

**RESURVEYED : TO BE SUBMITTED TO DENR-XI, SMD**

1. FEDERICO ALFEREZ ELEMENTARY SCHOOL
2. DAMÑAS ELEMENTARY SCHOOL

**ADDITIONAL REFERENCES NEEDED**

1. IGPIT ELEMENTARY SCHOOL
2. CASILDO NONOL ELEMENTARY SCHOOL
3. SAN MIGUEL ELEMENTARY SCHOOL

**PENDING :**

Required to submit the following:

1. Historical Background of possession/occupation of the school
2. Recent photographs with Panoramic View and improvement of the School
3. Court /LRA Certification or no pending land registration case where the School is located
4. Endorsement or Authorization Letter/Contract of Usufruct
5. Request for Issuance of Special Patent to be signed by the SDS

**NOTE:**

Requirements to be provided by the School

**Lacking Requirements:**

1. Owner's copy of title (Original)
2. Latest Tax Declaration
3. Transfer Tax Receipt
4. Certificate of Non-Delinquency
5. BIR Clearance
6. Original Copy of the Deed of Donation

No available records of the approved plan at the Surveys and Mapping Division, DENR-XI and at the LRA

Copy of the TCT provided is very blurred.