



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

DIVISION MEMORANDUM
SGOD No. 259, s. 2023

February 20, 2023

SUBMISSION OF THE ORIGINAL COPY OF DOCUMENTS FOR THE PROCESSING OF SCHOOL SITE TITLING

- To:
1. FELZEV LLOYD SAYSON – School Principal I, Ruparan ES
 2. PETER PAUL DEIPARINE – School Head, Igpit ES
 3. INDA NACUA – School Principal II, Digos City CES
 4. REX SAYSON – School Head, Dulangan ES
 5. JACQUELINE JAUM – School Principal I, Pedro Garcia ES
 6. TITA HERAMIZ – School Principal I, Damñas ES
 7. ALLEN JOSEPH MALAHAY – School Principal I, Federico Alferez ES
 8. ZANDRIA SY – School Principal I, Badiang ES
 9. ROWELEM ROSIMA – School Head, Binaton ES
 10. MERILYN SALBORO – School Principal I, San Miguel ES
 11. NORWENDA HAIRIL – School Principal I, Casildo Nonol ES
 12. MYLENE SAMONTE – School Principal I, Remedios Saplala ES
 13. AIMEE AMOR PORTO – School Principal I, Soong National High School
 14. NOBA RUBION – School Principal I, Igpit National High School
 15. JUVIC SUCAYRE – School Principal I, Balabag National High School
 16. JOY BAULETE – School Principal I, Jolencio Alberca ES
 17. EUGENE SAYSON – School Principal I, Matti NHS

1. Enclosed herewith is the Request for the Original Copy of Documents for the Procurement of Services for Survey Transfer of Title/Titling on School Sites from Breñaña Surveying Office dated February 2, 2023.
2. These documents are vital for the application of original title at CENRO Digos City.
3. Submit the requested documents to the Division Legal Office on or before February 24, 2023.
4. For strict compliance.

CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

27-97210
DATE: FEB 20 2023 TIME: 4:04pm
BY:

Encls: as stated

References: as stated

To be indicated in the Perpetual Index under the following subjects:
Request for the Original Copy of Documents

SBO: Request for the Original Copy of Documents
February 20, 2023





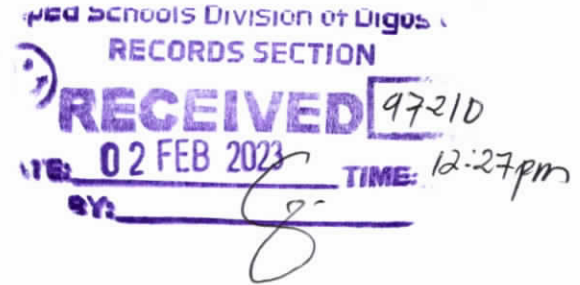
BREÑA SURVEYING OFFICE

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

February 2, 2023

CRISTY C. EPE

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



Subject : **REQUEST FOR THE ORIGINAL COPY OF DOCUMENTS**

Dear Maam;

Good day.

This has reference 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.

We would like to request from your good office to provide us the original documents of the following schools to wit:

I. ORIGINAL COPY OF DEED OF DONATION/USUFRACT AND LATEST TAX DECLARATION.

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	Damñas 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

II. ORIGINAL OWNERS COPY OF TITLE

1	Badiang Elementary School	Sinawilan,Digos
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III. HISTORICAL BACKGROUND, RECENT PHOTOGRAPH WITH PANORAMIC AND IMPROVEMENT OF THE, COURT CERTIFICATION OR NO PENDING LAND REGISTRATION CASE WHERE THE SCHOOL IS LOCATED

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
6. Balabag National High School
7. Soong National High School
8. Ruparan Elementary School

Those survey returns we had submitted at CENRO Digos and at the Surveys and Mapping Division, DENR-XI, Bangkal, Davao City were held pending due to these lacking documents.

These documents are very vital in our submittal to the Surveys and Mapping Division for verification and approval, for the application of original title at CENRO Digos and transfer of title at the Registry of Deeds as the case maybe.

Very truly yours,


ANCieto D. BRETAÑA
 Geodetic Engineer