

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



**April 23, 2016**

**DIVISION MEMORANDUM**

No. 198 s. 2016

**SUBMISSION OF COPIES OF OWNERSHIP TITLES OF PUBLIC ELEMENTARY  
AND SECONDARY SCHOOLS**

To: Assistant Superintendents  
Education Supervisors/ Coordinators  
District Supervisors/OICs  
Heads, Elementary and Secondary Schools

1. Attached is Regional Memorandum No. 251, s. 2016 dated April 21, 2016 entitled, **Submission of Copies of Ownership Titles of public Elementary and Secondary Schools.**
2. **Immediate dissemination and strict compliance of this Memorandum is desired.**

  
**RHEA MAR A. ANGTUD, ED. D., CESO VI**  
Schools Division Superintendent

Telephone Numbers:

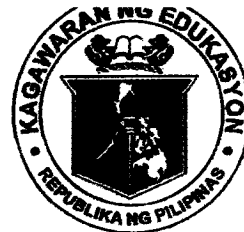
Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847

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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



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APR 21 2016

Regional Memorandum  
No. 0251, s. 2016

SUBMISSION OF COPIES OF OWNERSHIP TITLES OF PUBLIC ELEMENTARY  
AND SECONDARY SCHOOLS

To : All Schools Division Superintendents,  
Officers-in-Charge of Division Offices

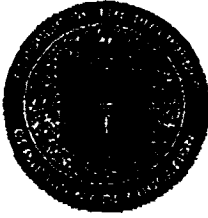
1. Attached is unnumbered DepEd Memorandum dated April 04, 2016 from Atty. Alberto T. Muyot, Undersecretary for Legal and Legislative Affairs, Department of Education Central Office entitled "Submission of Copies of Ownership Titles of Public Elementary and Secondary Schools", which is self-explanatory.
2. It is reiterated that the submission of the certified true copies of the required documents shall be on or before April 29, 2016.
3. For your strict compliance.

  
JULIETA A. JERUTA, Ph.D. CESO V  
Director III  
Officer-in-Charge  


Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. No.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EQA 2015: *Kanapaton ng Lahat, Pananagutan ng Lahat*"

Mr. Mantos,  
eg + his.



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**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines



*Tanggapan ng Pangalawang Kalihim*  
*Office of the Undersecretary for Legal & Legislative Affairs*  
*Sites Titling Office*

MEMORANDUM  
DM-LA/STO-2016-\_\_\_\_\_

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : **ATTY. ALBERTO T. MUYOT**  
Undersecretary for Legal and Legislative Affairs

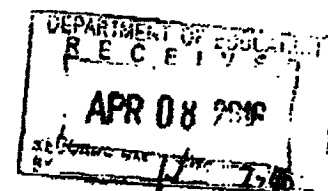
SUBJECT : Submission of Copies of Ownership Titles of Public Elementary and Secondary Schools

DATE : 04 April 2016

The Sites Titling Office (STO) is in the process of improving their database, through the digitization of its records, such as ownership titles of all public schools nationwide and other substantive documents pertaining to school titling. This initiative is to ensure an efficient and effective recording and updating of all documents of titles of public elementary and secondary schools nationwide.

In view of the foregoing, this Office hereby requests for the submission of certified true copies of ownership titles, which include Survey Plans and Cadastral Maps of all public elementary and secondary schools within your area. These ownership of titles may either be under the following:

1. Transfer Certificates of Title (TCT);
2. Original Certificates of Title (OCT);
3. Special Patents;
4. Presidential Proclamations;
5. Tax Declaration;
6. Deed of Donations (DODs);
7. Deed of Absolute Sale;
8. Usufruct Agreements (UA);
9. Expropriation; and
10. Other similar documents



Karen Claire Esico

The submissions of these documents are vital in the initial stage of the digitization project considering that the ownership titles of public schools under the custody of STO are merely photocopies and mostly unclear and difficult to be read. Please submit clear, legible certified true copies.

The submission of the certified true copies of the aforementioned documents shall be on or before 29 April 2016.

For clarifications, please contact Ms. Sorayda M. Rangiris of Sites Titling Office at the following telephone numbers: (02) 631-8491 and 637-3743 or at email address: [ayda.rangiris@deped.gov.ph](mailto:ayda.rangiris@deped.gov.ph)

For your guidance and compliance.