

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



January 17, 2017

DIVISION MEMORANDUM

No. 39, s. 2017


SUBMISSION OF SCHOOL LOT DOCUMENTS

**TO: Assistant Schools Division Superintendents
District Supervisors/OICs
Elementary and Secondary School Heads**

It is indicated in DepEd Memorandum DM-LA/STO-2016-14267 dated December 12, 2016, signed by the Undersecretary for Legal Affairs, Atty. Alberto T. Muyot, to wit: "In line with the mandate of the Department of Education in ensuring access to quality basic education for all Filipino learners, there is likewise a need to safeguard the interest of existing school sites from being subjected to disposal, sale, lien or encumbrance, and against reconveyance suits and claims for payment from private entity/individual or heirs of donors. Thus, the Office of the Undersecretary for Legal Affairs, through the Sites Titling Office (STO) will assist DepEd Regional Offices in the titling of existing school sites donated to DepEd but not yet transferred in the name of the Department."

In this regard, all Elementary and Secondary School Heads under DepEd-Division of Cebu Province are hereby directed to submit all relevant documents of their school lots. These documents include but are not limited to the following: (a) Deed of Donation/Sale or other form of conveyance (original or certified true copy), (b) tax declaration (certified true copy), (c) Approved Survey Plan (photocopy), (d) for lots donated by private individuals and not yet transferred to DepEd's name, tax clearance (original or certified true copy), while for lots donated by the government whether transferred to DepEd's name already or not yet, certificate of no tax delinquency or certificate of tax exemption (original or certified true copy), (e) for lots already under the name of DepEd, certificate for payment of transfer tax and/or certificate for exemption of payment of transfer tax (original or certified true copy), (f) for lots classified as agricultural, DAR clearance (original or certified true copy).

Deadline for submission of the aforementioned documents will be on **February 3, 2017**.


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