



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CEBU PROVINCE

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**Office of the Schools Division  
Superintendent**

January 21, 2020


**DIVISION MEMORANDUM**

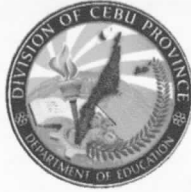
No. 030 , s. 2020

**SUBMISSION OF DOCUMENTS OF SCHOOL SITE OWNERSHIP.**

To: Public Schools District Supervisors  
Elementary and Secondary School Principals  
District and Secondary School Property Custodian

1. The field is hereby informed on the required report from the Office of the Commission on Audit regarding the documents on the School Site ownership.
2. The corresponding template is to be accomplished completely, and all documents should be accompanied completely as indicated in the form.
3. Immediate and wide dissemination is enjoined and strict compliance of all concerned is expected.

  
**MARILYN S. ANDALES, Ed.D., CESO V**  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CEBU  
PROVINCE



IPHO Bldg., Sudlon, Lahug, Cebu City

Name of Agency:  
Summary of Titling of School Sites  
As of December 31, 2019

Name of School Site	Location	Lot Area	Lot No.	Basis of Possession (Purchased/ Donated/ Usufruct)	Acquisition Cost/ Fair Market Value (If purchased/ donated)	LOTS under		PURCHASED/DONATED LOTS								
						USUFRUCT		With Transfer/Original Certificate of Title?								
						Is the Deed of Usufruct Available?		YES		NO					Status of Untitled Lots (e.g. On Process etc.)	Indicate reason if titling of lot is not yet commenced
										(Please (v/x) availability of the document listed below):						
						YES	NO	TCT/OCT Title No.	Name of Owner per TCT/OCT		Deed of Sale	Deed of Donation	Others Please Indicate:			
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Prepared by:

Approved by: