



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet 2601



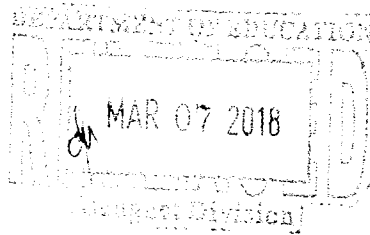
Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790; Accounting Office: (074) 422-7501;  
Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

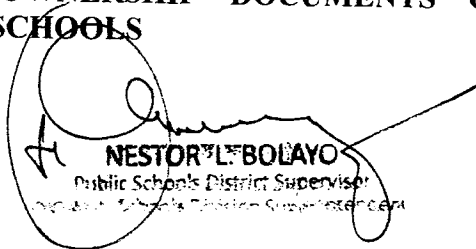
No. 056 s. 2018

To: **Public Schools District Supervisors,  
Coordinating Principals, School Heads,  
All others concerned**



Subject: **SUBMISSION OF COPIES OF OWNERSHIP DOCUMENTS OF PUBLIC  
ELEMENTARY AND SECONDARY SCHOOLS**

From: **MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

  
**NESTOR L. BOLAYO**  
Public Schools District Supervisor  
Cordillera Administrative Region, Benguet

Date: **7 March 2018**

1. The Sites Titling Office - DepEd Central Office is requesting for the submission of copies of ownership documents<sup>1</sup> of public elementary and secondary school sites.
2. Submission of the latest (updated) documents covering the respective school sites is hereby enjoined.
3. For school sites that have no ownership documents available, you are advised to coordinate with the Municipal Assessor's Office, DENR-CENRO, and other government offices involve in land matters.
4. The documents shall be submitted into two (2) sets fastened in separate folders, properly labeled with the name of the school and the district.
5. As per Indorsement from the Regional Office, the submission by the Schools Division Office (SDO) shall be on or before March 31, 2018. Hence, for the respective schools to the SDO, submission shall be **on or before March 23, 2018**.
6. For guidance and strict compliance.

<sup>1</sup>**Ownership Documents** may either be under the following: 1. Transfer Certificates of Title (TCT); 2. Original Certificate of Title (OCT); 3. Special Patents; 4. Presidential Proclamations; 5. Tax Declarations; 6. Deed of Donations; 7. Deed of Absolute Sale; 8. Usufruct Agreements; 9. Survey Plans and/or Cadastral Map; 10. Expropriation; 11. Other Similar Documents.