
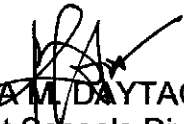
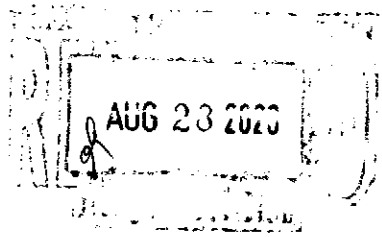
	<p><i>Republic of the Philippines</i>  <b>Department of Education</b>          Cordillera Administrative Region  <b>SCHOOLS DIVISION of BENGUET</b>          Wangal, La Trinidad, Benguet          Telefax: (074) 422-6570, 422-7501</p>	
<b>DIVISION MEMORANDUM NO. 171, S. 2020</b>		

Date: August 26, 2020

To: All Public Elementary and Secondary School Heads  
 All Others Concerned

From:  BENILDA M. DAYTACA, EdD, CESO VI  
 Assistant Schools Division Superintendent  
 OIC- Office of the Schools Division Superintendent



**SUBJECT: Deed of Donation Sample Template**

---

1. In consideration for partnership opportunities from different sectors and stakeholders, the Schools Division Office hereby provide the template of Deed of Donation for the school's ready reference.
2. The template shall cover only donations of personal property and cannot be used for donations involving lands for school sites.
3. The executed Deed of Donation shall be furnished to the Schools Division Office through the Supply Section for inventory and booking-up.
4. For information and guidance of all concerned.

# DEED OF DONATION

## KNOW ALL MEN BY THESE PRESENTS:

This **DEED OF DONATION**, made and executed by \_\_\_\_\_, an association/organization/business enterprise organized and existing under the laws of the Philippines, with address at \_\_\_\_\_ herein represented by \_\_\_\_\_, President/Proprietor/Manager, hereinafter referred to as the **DONOR**;

### *in favor of:*

\_\_\_\_\_, with School Identification Number \_\_\_\_\_, a public educational institution with address at \_\_\_\_\_, Benguet, herein represented in this act by its School Head, \_\_\_\_\_, hereinafter referred to as the **DONEE**;

### *Witnesseth:*

That in the greater interest of public service and for and in consideration of a desire to contribute a share for the cause of the education of Filipino learners through the Adopt-a-School Program of the Department of Education, the **DONOR** has freely and voluntarily given, transferred and conveyed by way of donation to the **DONEE**, its successors and assigns free and clear of any and all liens and encumbrances whatsoever all its rights, interests and title on the donated property, more particularly described as follows:

Materials/Items	Unit	Quantity

That the above-described property will be considered/accounted as school property;

That the **DONEE** does hereby accept this DONATION of the above-described property and does hereby express its gratitude for the kindness and liberality of the DONOR; and *acceptance*

That the **DONOR** warrants the peaceful ownership and possession of the property herein donated, ceded, transferred, and conveyed in favor of the **DONEE**.

IN WITNESS WHEREOF, the parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_, Benguet, Philippines.

\_\_\_\_\_  
Donor

Represented by: \_\_\_\_\_  
President/Proprietor/Manager

**With acceptance:**

\_\_\_\_\_  
Donee

Represented by:

\_\_\_\_\_  
School Head

**SIGNED IN THE PRESENCE OF:**

\_\_\_\_\_

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES..... )**  
**PROVINCE OF BENGUET.....)S.S**  
**MUNICIPALITY OF \_\_\_\_\_)**

**BEFORE ME**, a Notary Public, for and in the Municipality of \_\_\_\_\_, Benguet, Philippines, personally appeared the parties with their competent evidence of identity, to wit:

Name	Evidence of Identity	Date/Place of Issue
(DONOR)		
(DONEE)		

known to me to be the same persons who executed the foregoing document; and acknowledged to me that the same is their free act and voluntary deed.

I certify that this document which refers to a Deed of Donation contains two (2) pages including this page, wherein the acknowledgment is contained, and that all pages were signed by the parties and their witnesses in my presence.

**WITNESS MY HAND AND SEAL** this \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_, Benguet, Philippines.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_\_.