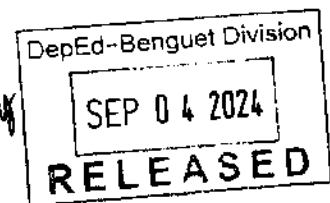




Republic of the Philippines
Department of Education
Schools Division Office - Benguet



3 September 2024

DIVISION MEMORANDUM

No. 309 s. 2024

To: Concerned School Heads
 All Concerned Schools

**DOCUMENTATION OF SCHOOL SITE OWNERSHIP
 IMPLEMENTED AT THE SCHOOL LEVEL**

1. The conduct of school site ownership documentation differs from one school to another depending on the document or ownership status covering the school site. The process may involve the conduct of consultation meetings, execution of necessary documents to facilitate transfer, processing of documents to different agencies or offices of the government, conduct of land survey, or such other processes and transactions needed. Considering the complexities involved in these processes, it is convenient and more appropriate to download funds to identified schools to facilitate and fund the activities and processes involved under the circumstances.

2. Thus, the Schools Division Office will download the amounts stated below to the identified schools for the payment of fees and other related costs for the survey, titling of school sites, and the registration of special patents transmitted to Register of Deeds. It shall also include the transportation expenses incurred in facilitating the said activities. Subject to existing budgeting, accounting, and auditing rules and regulations.

| NAME OF SCHOOL | DISTRICT | AMOUNT TO BE DOWNLOADED |
|------------------------|----------|----------------------------|
| 1. TSHI | Tublay | Php 200,000 |
| 2. Es-esa S. Alodos ES | Kibungan | Php 50,000 |
| 3. Batangan ES | Kibungan | Php 50,000 |
| 4. Les-eng PS | Kibungan | Php 50,000 |
| 5. Longboy ES | Kapangan | Php 50,000 |
| 6. Mt. Pulag ES | Kabayan | Php 50,000 |
| 7. Abucot IS | Kabayan | Php 50,000 |
| 8. Duacan PS | Kabayan | Php 50,000 |
| 9. Inuman PS | Atok | Php 50,000 |
| Total | | Php 600,000 |



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3. Immediate dissemination of this Memorandum to all concerned is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent 