



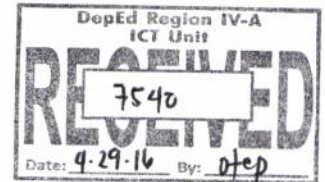
Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

No. 126 S. 2016

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL EPS IN-CHARGE OF SCHOOL TITLING
ALL SCHOOL PRINCIPALS
ALL TEACHER-IN-CHARGE OF SCHOOLS



FROM : **DIOSDADO M. SAN ANTONIO**
Director IV-A

SUBJECT : **SUBMISSION OF COPIES OF OWNERSHIP OF TITLES OF PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

DATE : **APR 29 2016**

This Office received the Memorandum dated April 4, 2016 from Atty. Alberto T. Muyot, Undersecretary for Legal and Legislative Affairs requesting this Office to submit **certified true and clear copies** of ownership titles which include Survey Plans and Cadastral Maps of all public elementary and secondary schools within our region. These ownership of titles may either be under the following:

- a. Transfer Certificate of Title (CTC)
- b. Original Certificates of Title (OCT)
- c. Special Patents
- d. Presidential Proclamations
- e. Tax Declarations
- f. Deed of Donations (DODs)
- g. Deed of Absolute Sale
- h. Usufruct Agreements (UA)
- i. Expropriation; and
- j. Other similar documents.

LEGAL/LOIII

Email: region4a@deped.gov.ph Tel.: (02) 682-1169 Website: depedcalabarzon.ph
Fax: (02) 682-2114 Facebook: DepEdCalabarzon



In this regard, **ALL SCHOOL PRINCIPALS and TEACHER-IN-CHARGE OF SCHOOLS** are hereby ordered to submit certified and clear copies of ownership titles of their school to their respective schools division offices.

On the other hand, **ALL SCHOOLS DIVISION OFFICE OF CITIES AND PROVINCES** are hereby ordered to compile these documents and submit the above-mentioned requirements in duplicate copies to the **LEGAL UNIT** of this Office **on or before May 5, 2016.**

STRICT COMPLIANCE TO THIS MEMORANDUM IS HEREBY ENJOINED.

LEGAL/LOIII

Email: region4a@deped.gov.ph Tel.: (02) 682-1169 Website: depedcalabarzon.ph
Fax: (02) 682-2114 Facebook: DepEdCalabarzon

Tayo
PARA SA
EDUKASYON

