



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

16122569



Tanggapan ng Pangalawang Kalihim  
Office of the Undersecretary for Legal & Legislative Affairs  
Sites Titling Office

*TO: SDSS  
For our strict compliance,  
please. Thank you. Good Plans!  
[Signature]  
9 Dec 2016*

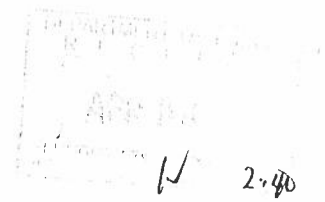
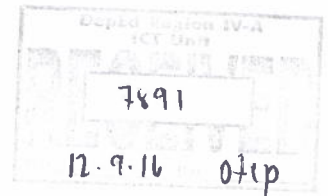
MEMORANDUM  
DM-LA/STO-2016-\_\_\_\_\_

TO : ALL REGIONAL DIRECTORS  
ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS  
FROM : ATTY. ALBERTO T. MUYOT  
Undersecretary for Legal and Legislative Affairs  
SUBJECT : Submission of Copies of Ownership Titles of Public Elementary and Secondary Schools  
DATE : 04 April 2016

The Sites Titling Office (STO) is in the process of improving their database, through the digitization of its records, such as ownership titles of all public schools nationwide and other substantive documents pertaining to school titling. This initiative is to ensure an efficient and effective recording and updating of all documents of titles of public elementary and secondary schools nationwide.

In view of the foregoing, this Office hereby requests for the submission of **certified true copies** of ownership titles, which include Survey Plans and Cadastral Maps of all public elementary and secondary schools within your area. These ownership of titles may either be under the following:

1. Transfer Certificates of Title (TCT);
2. Original Certificates of Title (OCT);
3. Special Patents;
4. Presidential Proclamations;
5. Tax Declaration;
6. Deed of Donations (DODs);
7. Deed of Absolute Sale;
8. Usufruct Agreements (UA);
9. Expropriation; and
10. Other similar documents



Karen Claire Esico

The submissions of these documents are vital in the initial stage of the digitization project considering that the ownership titles of public schools under the custody of STO are merely photocopies and mostly unclear and difficult to be read. **Please submit clear, legible certified true copies.**

The submission of the certified true copies of the aforementioned documents shall be on or before **29 April 2016.**

For clarifications, please contact Ms. Sorayda M. Rangiris of Sites Titling Office at the following telephone numbers: (02) 631-8491 and 637-3743 or at email address: [ayda.rangiris@deped.gov.ph](mailto:ayda.rangiris@deped.gov.ph)

For your guidance and compliance.