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Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

November 24, 2020

Division MEMORANDUM
No. 40, s. 2020

INVENTORY OF SCHOOL SITES

To : **All District Supervisors/DIC's**
All School Heads
This Division

1. Pursuant to the mandate of the Department to provide a conducive learning environment for school children, all school heads are mandated to assess their school site documents in preparation for the issuance of title.
2. A table is hereto attached which must be filled out by the school heads to be collected and submitted to the Division Office by the respective District Supervisors/District-In-Charge. The table is hereto attached as Annex "A".
3. The information provided in the table must be supported by the appropriate document. For example, in the column under Proof of Ownership/Occupation, the school head must attach a copy of the title or the latest tax declaration, as the case may be. The same is also true in the column Mode of Acquisition. If the area was acquired through donation, sale or awarded by virtue of a presidential proclamation, the Deed of Donation, Deed of Sale or a copy of the Presidential Proclamation must be attached. If the school site has already been titled and the original copy has been submitted to the Division Office, kindly indicate the same in the Remarks/Status column.
4. The data gathered in this school site inventory will be used as a basis for the utilization of funds released or maybe released in the future for survey and registration of title from the Central Office.
5. The above-stated information shall be collected & consolidated by the District Supervisors/DIC's and shall be submitted to the Legal Unit at the Division Office on or before December 15, 2020.
6. Strict compliance of this memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:

To be indicated in the Perpetual Index
under the following subject/s:

INVENTORY OF SCHOOL SITES

JCL//DM-MEMO/November 24, 2020



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