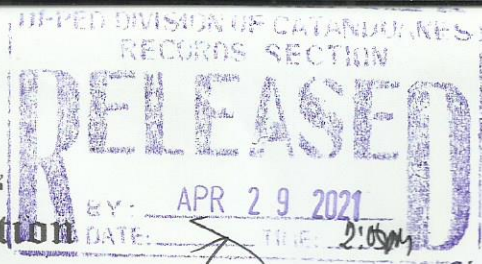




Republic of the Philippines
Department of Education
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM:

To: Public Schools District Supervisors
Elementary and Secondary School Heads

From: *SSC* **SUSAN S. COLLANO**,
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Subject: **Submission of School Sites Documents**

Date: April 26, 2021

Due to rising disputes involving land occupied as school sites, there is a need to consolidate school site documents in order to properly address the issues/claims. This is also to expedite such claims to minimize the damages that may be incurred by the school and claimants. The copies of the following documents shall be submitted at <https://tinyurl.com/SchoolSitesDocs>:

- a. Certificate of Title
- b. Tax Declarations
- c. Deed/ Contract of Sale, Donation, Usufruct, etc.
- d. Special Patents

As to documents that demand time for its preparation and availability, copies thereof shall be submitted at legalunit.ctd@deped.gov.ph:

- a. School Site Development Plan
- b. Sketch Plan or Map of the School Site
- c. Relevant documents relative to the claim of ownership of the school

Relative to school with pending cases before the court, the school heads are advised to furnish the Legal Unit with the copies of pleadings, orders and resolution from the court, and other documents concerning the cases. Said copies may be submitted at the office of the Legal Unit or thru email at legalunit.ctd@deped.gov.ph.

In submitting documents thru email, the *Subject* of email shall be: Name of Municipality – Name of School.

For information and compliance.