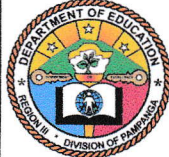
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OFFICE OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002  Revision: 00 Effectively date: 05-08-18
	<b>DIVISION MEMO. NO. <u>528s.</u> <u>2018</u></b>		Name of Office: <b>OSDS</b>

**TO :** Asst. Schools Division Superintendents  
 Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 All Others Concerned

**FROM :** Office of the Schools Division Superintendent

**SUBJECT:** **Survey, Transfer of Titles of donated schools sites and registration of Special Patents transmitted to Register of Deeds (RoD)**

**DATE :** October 29, 2018

1. The Office of the Undersecretary for Legal Affairs, through the Site Titling Office (STO), has programmed and downloaded funds for the titling of existing school sites donated to DepEd.
2. To facilitate the titling of existing school sites, concerned schools are required to submit the following documents:
  - a. Deed of Donation (Original Copy)
  - b. Owner's Copy Title (Original Copy)
  - c. Certified True copy of Tax Declaration - (Municipal Assesor's Office)
  - d. Certificate of No Tax Delinquency - (Municipal Assesor's Office)
  - e. Transfer Tax (Municipal Assesor's Office)
  - f. BIR/Tax Clearance (Municipal Assesor's Office)
  - g. DAR Clearance (If Agricultural/Camotal land)
  - h. Approved Survey/Subdivision Plan (Sepia copy, Blue Print, Authenticated-LRA/DENR)
3. The above-mentioned documents shall be submitted to the Division Engineer, Jay T. Diwa, of the School Governance and Operation Division (SGOD) on or before November 15, 2018.
4. Immediate and wide dissemination of this Memorandum is enjoined.

  
**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
 Schools Division Superintendent