



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



DIVISION MEMORANDUM
No. 161, s.2014

TO: Public School District Supervisors
Elementary/ Secondary School Heads

FROM: **CHERRY MAE L. LIMBACO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: FASTTRACKING TITLING SCHOOL SITE AND SUBMISSION OF REPORTS
ON THE STATUS OF SCHOOL SITE OWNERSHIP

DATE: July 3, 2014

- Documents submitted to the Division Office on the status of ownership of School Sites revealed that several school sites are still without titles resulting to conflicts with heirs of former site donors and informal settlers. Several deeds of donations have not been perfected by school administrators.
- Relative to this, school heads are requested to coordinate with their respective Local Officials for the survey of their school sites and for final documentation to secure the site title, so that school properties will no longer be reclaimed by site donors and encroached by informal settlers.
- The field is also hereby directed to submit updated status of site ownership on or before July 11, 2014 following the format below:

Name of School	District	Status of Ownership							
		Titled			With Deed of Donation		Deed of Usufruct (Indicate expiry date)	Owned by Municipal /Barangay Gov't	Others
		TCT (date issued & No.)	Presidential Proclamation (date issued & No.)	Special Patent (date issued & No.)	Applied Title/with pending application	Tax Dec			

- All PS District Supervisors/ District In Charge are requested to consolidate the reports.
- Immediate and wide dissemination of this Memorandum is desired.

CLL/daj