

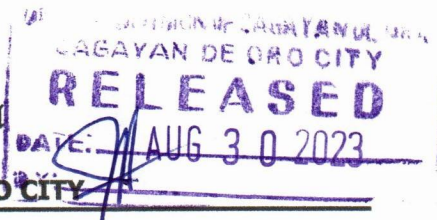


Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



08 August 2023

DIVISION MEMORANDUM

No. 411 s.2023

SUBMISSION OF LOT OWNERSHIP DOCUMENTS OF THE SCHOOL

TO: Assistant Schools Division Superintendent
Chief, Curriculum and Teaching Division
Chief, Schools Governance and Operations Division
Curriculum and Teaching Division Personnel
Schools Governance and Operations Division Personnel
All Elementary and Secondary School Principals
This Division

1. To ensure updated records of lot ownership of schools and fast track any processes for school building and infrastructure related works, this Office requires all school elementary and secondary school heads to submit hard copy of lot ownership documents of their school.

2. Copies of the following documents are requested to be submitted, if available.

- | | |
|----------------------------------|----------------------------|
| a. Deed of Donation | f. Usufruct Agreement |
| b. Deed of Sale | g. MOA/MOU |
| c. Memorandum of Agreement (MOA) | h. Special Land use Permit |
| d. Original Certificate of Title | i. Tax Declaration |
| e. Transfer Certificate of Title | |

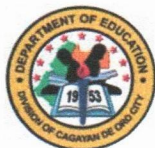
3. Deadline of the submission of document/s is **September 29, 2023**. Submit to the Division Office attention Engr. Ely Mamaclay, division engineer. The engineering unit will closely monitor the submission of the said documents.

4. This Office promotes Equal Opportunity Principle (EOP). Thus, inclusive, and fair treatment shall be accorded to all concerned regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

5. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City

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Encl.: None

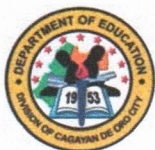
Ref.: None

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS

AV/DM- submission of lot ownership documents of the school
August 8, 2023

Competence
Diligence
Outstanding Integrity



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