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DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA DEL NORTE
DIPOLOG CITY



RELEASED

05 OCT 2016

BY: _____ DATE: _____

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region, IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
7100 Dipolog City

DIVISION MEMORANDUM

NO. 380, s. 2016

**TO: Public Schools District Supervisors
School Heads
All others concerned**

FROM: NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: URGENT SUBMISSION OF OWNERSHIP TITLES

DATE : October 4, 2016

To ensure an efficient recording system of ownership titles of public elementary and secondary schools nationwide, the School Site Titling Office of the Department of Education is currently improving its database by digitizing its records.

Accordingly, this Office requires all school heads to submit **legible certified true copies** of ownership titles, including **Transfer Certificate of Titles, Original Certificate of Titles, Special Patent, Presidential Proclamation, Tax Declaration, Deeds of Donation, Usufruct Agreements, Expropriations and other similar documents.**

Supervisors are directed to facilitate the submission of the above documents to the Legal Office on or before October 13, 2016.

FOR INFORMATION AND STRICT COMPLIANCE.