



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

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA DEL NORTE
DIPOLONG CITY, ZAMBOANGA PENINSULA

RELEASED

JUN 7 2017
DATE: _____

BY: _____
NAME/SIGNATURE

DIVISION MEMORANDUM NO. 182, s. 2017

**TO: SCHOOL HEADS
PRINCIPALS
PERSONNEL CONCERNED**

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

SUBJECT: SUBMISSION OF REPORT ON LOST TITLES

DATE: June 7, 2017

This Office is in receipt of reports that some schools lost the original copy of their Transfer Certificates of Title and Special Patents.

To replace or reconstitute lost titles, a Petition for Reconstitution has to be filed with the Regional Trial Court concerned. This entails a long and tedious process, but this Office aims for the eventual replacement of all lost title certificates in the Division of Zamboanga del Norte.

Accordingly, Schools Heads and Principals assigned in schools with lost title certificates are directed to submit a detailed written report on the matter, to wit:

1. Date when the authorized officer lost possession of the title
2. Facts and circumstances surrounding the loss
3. Name and number of school's contact person.

This requirement purports to determine the necessity of judicial intervention in securing the replacement of lost title certificates.

Said report should be submitted to the Legal Office on or before June 30, 2017.

FOR STRICT COMPLIANCE.