



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**07 Mar 2023**

DIVISION MEMORANDUM  
OSDS No. **023**, s. 2023

SUBMISSION OF ORIGINAL COPY OF PROOF OF OWNERSHIP OR TRANSFER  
CERTIFICATE TITLE OF SCHOOL TO ADMINISTRATIVE  
OFFICER IV (PPROPERTY AND SUPPLY)

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary Schoolheads  
Administrative Officers II  
School Property Custodians  
All Others Concerned

1. In order to safeguard the interest of existing school sites from being subjected to disposal, sale, lien or encumbrance, and against reconveyance suits and claims for payment from private entity/individual or heirs of donors as indicated in DepEd Order No. 57, s. 1995 otherwise known as the School Site Acquisition and Documentation for all Public Elementary and Secondary Schools, in accordance with the provision stipulated in DepEd Memorandum No. 39, s. 2018 or the Guidelines on the Utilization of the 2018 Funds for the Survey and Titling of School Sites and Registration of Special Patents Transmitted to Register of Deeds and as **mandated by the Commission on Audit during the Exit Conference** on February 21, 2023, all personnel concerned are directed to submit the **Original Copy of Proof of Ownership** such as **Deed of Donation, Tax Declaration** or **Transfer Certificate Title of School** to the **Schools Division Office** through the **Administrative Officer IV (Property and Supply)** on or before **March 20, 2023**.

2. The said original copy of title shall be secured through a vault procured by the Schools Division Office (SDO) with the Administrative Officer IV or the Supply Officer as the rightful custodian of the said documents.

3. For any inquiries relative to this, personnel may direct their concern to Mr. Ray O. Lloren, Administrative Officer IV of Property and Supply or to Mr. Ronald Jim S. Somera, Administrative Officer V-Administrative Services at telephone numbers (083) 228-5269 and (083) 228-3742 respectively.

*[Signature]*  
SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

---

4. Immediate dissemination and compliance with this memorandum is directed.

**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl: None

Reference: D.O. 57, s. 1995

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

PROPERTIES            SITES  
SCHOOLS

RJS/DM- submission of original copy of proof of ownership or transfer certificate  
title of school to AO IV (property and supply)  
0000/March 7, 2023

*SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020*



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)

