



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. **024**, s. 2023

SUBMISSION OF REQUEST FOR SURVEY

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

1. In reference to the Region Memorandum dated January 13, 2023 on the **Validation of School Sites for Survey and Titling in FY 2023** and **Monitoring of Survey and Titling of School Sites in FY 2019-2021**, this office announces the regional visit on March 21-22, 2023 as directed by the Office of the Legal and Legislative Affairs through the Sites Titling Office.

2. Anent this, schoolheads of all public elementary and secondary schools who are processing school site titling are requested to submit their request letter with supporting documents evidencing proof of ownership to the Division Legal Unit through the Records Section **on or before March 15, 2023**.

3. The schools are directed to submit the following:

- a. Copy of notarized Deed of Donation
- b. Original copy of owner's duplicate of OCT/TCT, if donated property is a titled property
- c. Copy of Approved Survey Plan
- d. Certified true copy of Tax Declaration
- e. Certificate of no tax delinquency
- f. Transfer Tax
- g. BIR clearance
- h. DAR clearance (if agricultural/camotal land)

4. For any inquiries relative to this, personnel may direct their concern to Ronald Jim Somera, Administrative Officer V of Administrative Personnel or to Ms. Regine L. Vingno, Administrative Officer II at telephone numbers (083) 228-3801 and (083) 228-3742 respectively.

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





Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

5. Immediate dissemination and compliance with this Memorandum is directed.

RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl: N o n e

Reference: D.O. 57, s. 1995

R.M. ORD-2023-008

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

PROPERTIES SITES
SCHOOLS

RLV/DM- submission of request for survey
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

