



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

June 24, 2024

DIVISION MEMORANDUM
NO. 272 S. 2024

**SUBMISSION OF ORIGINAL SCHOOL OWNERSHIP DOCUMENTS TO THE
DIVISION OFFICE**

To Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads
All others concerned

1. Under the MaTaTaG Agenda which is to "Take steps to accelerate delivery of Basic Education facilities and services" For the successful implementation of educational infrastructure projects, such as the construction of schools, classrooms, and related facilities, it is crucial to first secure the designated school site. This ensures that there is a stable and reliable location for the development, which is a foundational step before any building activities can commence. According to Regional Memorandum 273 s. 2024, School Heads are required to submit all school site-related documents to the Schools Division Office, specifically through the Legal Unit, for the schools to which they are currently assigned.

2. Therefore, in view of the foregoing, all School Heads within the Schools Division of Abra shall secure a certified photocopy of the school ownership documents which shall serve as the school copy, and the **original school titling documents shall be submitted to the Legal Services Unit.**

3. In case the School has no available document related to school sites, Under RM 273 s. 2024, "the School Head shall initiate to secure the said document such as application for the issuance of tax declaration, application for survey, communicating with the concerned parties for the issuance of a Deed of Donation, Usufruct, MOA or contracts in case the school site is under the name of an individual, juridical entity, other agency or a third party". In addition, the School Head shall submit a Complete Staff Work, with the corresponding attachments if any, in relation to the status of the School Site, in case the School has no ownership documents or the school is under landownership dispute.



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4. Deadline of submission of the foregoing shall be on July 22, 2024.
5. For dissemination and, strict compliance is expected.

AMADOR D. GARCIA SR., PhD, CESO VI
Schools Division Superintendent *aym*



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