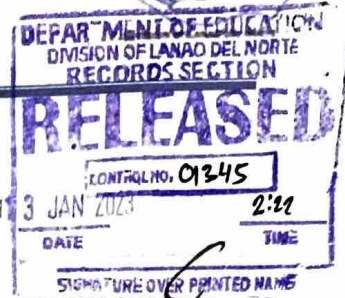




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA O DEL NORTE
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Division MEMORANDUM
No. 019, s.2023

TO: ALL CONCERNED SCHOOL HEADS
This Division

FROM: *Edilberto L. Oplenaria*
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

DATE: January 12, 2023

SUBJECT: Validation of School Sites for Survey and Titling in FY 2023 and
Monitoring of Survey and Titling of School Sites in FY 2019-2021

1. All untitled school sites should submit the following:

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

2. Schools with Special Patent or Titled already are **NOT REQUIRED** to submit the above documents.

3. This Office advises all concerned school heads to submit the said documents on or before **January 23, 2023** to Engr. Nor-janah G. Macasimpan, Physical Facilities, Division Office, Pigcarangan, Tubod, Lanao del Norte.

#GO100



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