



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

January 16, 2023

DIVISION MEMORANDUM

No. 019, series of 2023

**REITERATION OF REGIONAL MEMORANDUM NO. 00013, S. 2023 ON
VALIDATION OF SCHOOL SITES FOR SURVEY AND TITLING IN FY 2023 AND
MONITORING OF SURVEY AND TITLING OF SCHOOL SITES IN FY 2019-2021**


To: District Supervisors
School Heads
All Others Concerned

1. The Division of Bulacan Office for Legal Unit reiterates strict compliance to the submission of the following documentary requirements of all untitled school sites in preparation for its survey and titling not later than **January 19, 2023**.
 - a. Copy of the 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; and
 - h. DAR clearance (if agricultural land/camotal land).
2. Further, all untitled school's site shall upload and send the soft copy of the abovementioned documents to this link, <https://drive.google.com/drive/folders/1vpJWVuO-s1a9KycgZX7R9rKeR2UHMyj>
3. Hard copy of the said documents shall likewise be submitted to the Legal Unit. Copy furnish the School Governance Operations Division (SGOD) through the Division Engineer.
4. Relative to this, all school heads of the untitled schools shall attend a virtual meeting **January 17, 2023 @ 10 AM** with this link <https://teams.microsoft.com/l/meetup-join/19%3aJuYEv79JmUnQ2xpRTAEjWJP6ym8fbk9sZu1yO0b9Mpk1%40tthead.tacv2/1673856237401?context=%7b%22Tid%22%3a%2240e3ab80-2024-45a3-bf76-7a0761a24d29%22%2c%22Oid%22%3a%22770d5ddb-59d2-4e25-b47c-f700acfc2db3%22%7d>.





5. Please be informed that this report will be used for budget allocation and grant to qualified schools therefore prompt and accurate data and documents are necessary to be complied with on or before the prescribed date.
6. The DepEd Regional Office III validation and monitoring of school sites shall be on **February 8, 2023**.
7. Attached as enclosure for reference is the said Memorandum and Regional Memorandum.
8. Kindly disseminate this information for immediate compliance.


ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

