



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

May 15, 2023

DIVISION MEMORANDUM
NO. **212**, s. 2023

**SUBMISSION OF OWNERSHIP DOCUMENTS OF
PUBLIC ELEMENTARY AND SECONDARY SCHOOL SITES**

TO : Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

1. Pursuant to the initiative of the Provincial Government of Pampanga re: surveying and titling of public elementary and secondary school sites in the Province of Pampanga, this Office is hereby directed to identify untitled school sites that will qualify for survey and titling.
2. In view of this, all schools are instructed to submit a clear photocopy of school titles (if any), deed of conveyance and/or any document evidencing ownership or possession of the school site to this Office, **Attention: Legal Services Unit, on or before Wednesday, May 17, 2023, in soft and hard copies.**
3. Proof of ownership or possession may include:
 - Deed of Conveyance (Copy of Deed of Donation/Copy of Deed of Sale)
 - Copy of Owner's Duplicate TCT/OCT
 - Copy of Approved Survey Plan
 - Copy of Tax Declaration
 - Any other documents to prove ownership
4. Each school (with all or any of the documents stated above) shall submit their documents in soft copy (one PDF per school only) and hard copies following this manner:
 - Six (6) folders
 - Six (6) sets / copies of the documents being submitted
 - Each folder shall contain 1 set / copy of the documents
 - Documents shall be fastened
5. On the other hand, schools without any document to present shall submit a letter stating that the school does not have any pertinent document of ownership.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-27-28; Email Address: pampanga@deped.gov.ph





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6. Public Schools District Supervisors and District Administrative Assistants / liaison officers shall consolidate, upload the soft copies / PDF files using the link stated below (by district), and submit the hard copies of the documents (by district) to the Records Section.
7. Secondary School Heads and their respective Administrative Assistants and/or Officers shall upload the soft copies / PDF file using the link below, and submit the hard copies of the documents to the Records Section.
8. Soft copies shall be uploaded through this Link: <https://tinyurl.com/SDOP-SchoolSitesOwnership>
 - File names shall follow this format:
 - For elementary – [district-schoolname]
 - For secondary – [cluster#-schoolname]
9. For clarifications / concerns, please feel free to contact Mr. Jonathan Christian P. Mallari, Legal Assistant I, through:
 - legal.pampanga@deped.gov.ph
 - 0943-448-1964
 - (045) 435-9178
10. Wide dissemination and strict compliance to this memorandum is earnestly desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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