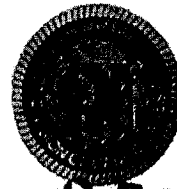




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V(Bicol)
SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com
Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-63





RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION
Date AUG 15 2017
Time: 4:07A
Initial/Signature: [Signature]

Division Memorandum
No. 148 s, 2017

To : Public Schools District Supervisors
Elementary/Secondary School Heads
All other concerned

From :  **Socorro V. Dela Rosa, Ceso VI**
School Division Superintendent 

Subject : **Division Orientation-conference on the preparation/updating of required documents for the titling of School Site.**

Date : August 16, 2017

1. It has come to the attention of DepEd – Schools Division office that majority of our schools has either incomplete documents or no documents showing ownership of the school site. This issues and concerns prompted the School Division Superintendent to call for a Division Orientation Conference on the preparation and updating of required documents for the titling of school site.
2. The Orientation-conference will be conducted by Zone following the matrix below. Secondary School Heads will join the zone where their school is located:

Zone	Date	Venue
I	September 25, 2017	D.O Conference Hall A
II	September 26, 2017	-do-
III	September 27, 2017	-do-
IV	September 28, 2017	-do-

3. Participants to this Orientation conference are School Head. **Considering the importance of this orientation conference NO PROXY IS ALLOWED.** Participants are advised to bring whatever documents in their custody showing ownership of the school site.
4. Immediate dissemination and compliance is desired.