

DepEd - Division of Catanduanes  
RECORDS SECTION  
**RELEASED**  
BY: [Signature] No: 397  
DATE: AUG 22 2024 TIME: 10:30



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

21 August 2024

**DIVISION MEMORANDUM**  
No. 397 s 2024

**SUBMISSION OF INVENTORY OF PROPERTIES OF THE DEPARTMENT OF  
EDUCATION BOTH SCHOOL SITE AND NON-SCHOOL SITE**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Other Concerned

1. This is in reference to DepEd Memorandum No. OULLA-2024-1160 and Regional Memorandum No. 00908 s 2024 with regards to the conduct of inventory of all DepEd lands within your respective areas regardless of classification.
2. In line with the aforementioned, the schools must submit its inventory **on or before August 28, 2024**, to the Legal Unit through [legalunit.ctd@deped.gov.ph](mailto:legalunit.ctd@deped.gov.ph)
3. Enclosed is a template of the inventory of land to be submitted by the School Head.
4. Immediate dissemination and compliance with this Memorandum is directed.

By authority of the OIC Schools Division Superintendent

[Signature]  
EVA S. TOLENTINO  
Administrative Officer V  
Officer-In-Charge

Encls: As stated

OSDS-LU/na  
08/21/2024



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catanduanes@deped.gov.ph  
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DepEd Tayo - Region V - Catanduanes

## LIST OF DEPED LANDS

**REGION** : V  
**DIVISION** : Catanduanes  
**SCHOOL** : \_\_\_\_\_  
**LOCATION** : \_\_\_\_\_

Name of Declared Owner	OCT/TCT No.	Tax Declaration No.	Total Area	Classification (Agricultural/ Special Educational/Timber/ Forest/ Ancestral Domain land/ Within Military Reserve/ Protected Areas)	Ownership Status	Current Actual Use	Remarks
1.							
2.							
3.							

**Submitted by:**

\_\_\_\_\_  
Name & Signature of School Head