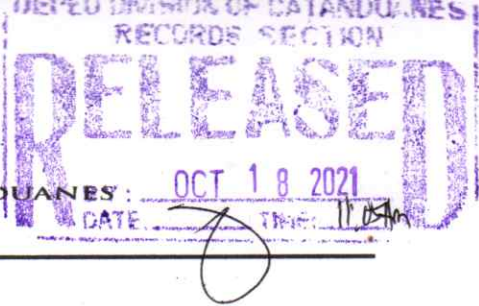




Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

TO : **Maui Elementary School (ES)-Caramoran, Obi ES, Tubli ES, Tucao-Maysuram ES, Biong ES, Gigmoto Central ES, Sioron ES, Cabuyoan ES, Panay and Bayhan Community School, Tibo (Paraiso) ES, Barihay ES, Bon-ot ES, Cabcab Central ES, Jose Rizal ES, Tibang ES, Obo ES, Paraiso-A ES, Paraiso-B ES, San Miguel RDHS-Mabato HS Annex, Ananong ES, Batohonan ES, Botinagan ES, Buenavista ES-Viga, Burgos ES, Del Pilar ES, Magsaysay ES, Ogbong ES, Rizal ES-Viga, Roxas ES, Sagrada ES, Soboc ES, Viga Central ES, Villa Aurora ES, Calatagan ES, Magnesia ES, Virac Pilot ES School Heads**

SUBJECT : Submission of Additional School Site Documents

DATE : October 15, 2021

The SDO Catanduanes endeavors to secure school sites in the name of DepEd – Division of Catanduanes and/or the school concerned. In line with this, there is a need to submit the following documents in preparation for requests of school site special patents, to wit:

1. Historical background of possession or occupation in the the school site;
2. Recent photographs showing the panoramic view of the area as well as adjacent areas, vicinity improvements introduced, buildings, landmarks, identifying features, settlements, etc;
3. Tax Declaration (latest issued);
4. Proof of ownership (court order, land title, deed, contract, or any agreement)
5. Court/LRA certification of no pending land registration case (latest issued)
6. Registry of Deeds certification (latest issued)
7. Barangay Certification that the lot is free from any claims and conflict cases
8. Copy of the approved survey plan, if any;
9. School Site Development Plan; and
10. Sketch Map of the school site.

The submission of the documents above-stated shall be on **October 25, 2021**.

Transportation, per diems and other incidental expenses of school heads relative thereto shall be charged against local funds (School MOOE) subject to the usual accounting and auditing rules and regulations.

For queries, you may contact the Legal Unit at 0929 138 3252 or through email at legalunit.ctd@deped.gov.ph.

For information and immediate compliance.

SUSAN S. COLLANO
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent