



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL

Office of the Schools Division
Superintendent

March 3, 2023

DIVISION MEMORANDUM
No. 0110 s. 2023

SUBMISSION OF SCHOOL SITE OWNERSHIP DOCUMENTS

**TO: Public Schools District Supervisors
Acting PSDS
Elementary and High School Principals
School Heads
Schools-In-Charge
All Concerned Personnel**

To ensure that DepED's ownership or lawful possession of its school sites are documented or the least have proper real property documents, all Principals/Schools Heads are hereto mandated to fill-up the template whether the said school is under Usufruct (LGU owned and DepED is only granted right to use the land), or no ownership/legal possession documents.

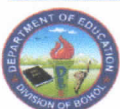
Deadline for the submission is on March 9, 2023. On the other hand, hard copies of the school ownership documents, if any, including tax declarations, deed of donations/sale/usufruct or waiver in favor of DepED shall be submitted to their respective PSDS. The submission of hard copies to the Legal Unit Office will be on March 31, 2023

Your compliance is obligatory as the results of this endeavor would reconcile inventory of school sites and other relevant issues can be addressed such as proper documentation of the sites, and seminars to school officials for legal literacy and management of school sites.

The electronic copies shall be emailed per Schools District and send it to **legalreports.bohol@deped.gov.ph**.

Dissemination and compliance of this memorandum is mandatory.

BIANITO A. DAGATAN, EdD, CESO V
Schools Division Superintendent





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REPORT ON THE SUBMISSION OF SCHOOL SITE OWNERSHIP DOCUMENTS

NAME OF SCHOOL: _____
SCHOOLS DISTRICT: _____

(Please check the column if there is an available document/s)

SCHOOL SITE DOCUMENTS

USUFRUCTUARY		DONATION		TAX DECLARATION		NO OWNERSHIP/LEGAL POSSESSION OF DOCUMENTS
	(Please indicate the name of the Landowner)		(Please indicate the name of the Donor/s)		(Please indicate the Owner of Lot and its Administrator/ Possessor)	
✓	(Example) Juan dela Cruz	✓	(Example) Jose de Leon	✓	(Example) Pablo Sambajon	

Prepared by:

Approved:

