



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

July 4, 2019

DIVISION MEMORANDUM

No. 91, s. 2019

**TO : School Heads (Principals or TICs) Concerned**  
**All others concerned**

**TRAINING CODE: C642276EA9**

**SUBJECT : Meeting on School Titling Concerns for Schools with Deed of Donation**  
**to DepEd**

The Central Office through OM-OSEC-2018-007 dated March 28, 2018 provides for the Guidelines on the Acquisition of New School Sites. It particularly provides that the Division Office shall submit a request for a Special Power of Attorney (SPA) to authorize the Regional Director or the Schools Division Superintendent to accept the donation in favor of DepEd. Moreover, the Register of Deeds requires that there is an authority from the DepEd Secretary in entering into a Deed of Donation. When the Deed of Donation was already executed without an SPA, a confirmation from the Secretary will suffice.

With this, the following concerned school heads are hereby directed come to a meeting on **July 25, 2019 at the 3<sup>rd</sup> Conference Room, at 2 o'clock to 5 o'clock in the afternoon.** Attached herewith is the list of concerned schools, the respective school heads, and the lacking documents per school.

The Central Office needs the following documents to be submitted along with our request for the issuance of SPA or confirmation by the Secretary:

- a) Deed of Donation to DepEd;
- b) Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT);
- c) Latest Tax Declaration of the land;
- d) Technical Description of the school site; and
- e) Sangguniang Bayan or Panglungsod (SB/SP) Resolution authorizing the Mayor to donate (if the Donor is the LGU)

Kindly bring **LEGIBLE** copies of these documents during the said meeting.

Note that the Legal Section is doing this in separate batches because it will entail bulk of documents that will be submitted to the Central Office.

This serves as a **TRAVEL ORDER**.

Traveling and other incidental expenses are chargeable against school MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

For the information, guidance and compliance of all concerned.

**WILFREDA D. BONGALOS, Ph. D. CESO V**  
Schools Division Superintendent

SAA

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**List of Schools without any Documents or with Concerns on Ownership**

Name of School	District	School Head	Lacking Documents
1. Mabato Provincial CHS	Ayungon I	Meldy P. Teves, TIC/T-III	a) OCT/TCT; b) SB resolution authorizing the Mayor to execute the Deed of Donation; and c) Latest Tax Declaration of the land.
2. Tambo NHS	Ayungon II	Reynaldo D. Pastor, SP-I	I. For the LGU Donation: a) OCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land; and d) SB resolution authorizing the Mayor to execute the Deed of Donation.  II. For the Private individual donation: a) OCT/TCT; b) Technical Description; and c) Latest Tax Declaration of the land;
3. Bindoy CES	Bindoy I	Monica B. Maxino, SP-I	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
4. Bulod ES	Bindoy I	Benedicto C. Dolor, HT-II	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
5. Cabcaban ES	Bindoy I	Anatolio A. Delvo, SP-I	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
6. Cabcaban HS	Bindoy I	Sheidelihz M. Portunes, TIC/T-I	a) OCT/TCT; b) Technical Description; and c) Latest Tax Declaration of the land.
7. Cabugan ES	Bindoy I	Darlene C. Palarpar, HT-III	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
8. Camudlas ES	Bindoy I	Isabel B. Palomar, TIC/T-II	a) OCT/TCT; b) Technical Description;

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			the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
9. Danawan ES	Bindoy I	Teresita C. Ysulan, TIC/T-II	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
10. Manseje ES	Bindoy I	Marilyn S. Toledo, HT-I	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
11. Nagcasunog ES	Bindoy I	Aida L. Labe, TIC/T-III	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
12. Canluto ES	Bindoy II	Sally D. Baricar, HT-III	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
13. Capipines ES	Bindoy II	Pablo Macquel, TIC/T-III	a) OCT/TCT; b) SB resolution authorizing the Mayor to execute the Deed of Donation; and c) Latest Tax Declaration of the land.
14. Domolog ES	Bindoy II	Betchie A. Paculanang, SP-I	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
15. DLANHS- Main Campus	Bindoy II	Zenaida D. Tulabing, SP-I	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation; and d) Latest Tax Declaration of the land.
16. Jose B. Cardenas MHS- Uptown Annex	Canlaon II	Jovito U. Ocag, SP-I	a) DCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land; and d) SB resolution authorizing the Mayor to execute the Deed of Donation.

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 (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
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17. Jimalalud NHS	Jimalalud	Jiji S. Taladua, SP-II	a) SB resolution authorizing the Mayor to execute the Deed of Donation; and b) Latest Tax Declaration of the land.
18. La Libertad Tech Voc School	La Libertad I	Claudio F. Macahilos, SP-I	a) OCT/TCT; b) Technical Description; and c) Latest Tax Declaration of the land.
19. Pisong ES	La Libertad II	Nora T. Sitones, SP-1	a) OCT/TCT; b) Technical Description; and c) Latest Tax Declaration of the land.
20. Solonggon ES	La Libertad II	Alfredo R. Baya, SP-I	a) OCT/TCT; b) Technical Description; and c) Latest Tax Declaration of the land.
21. Kauswagan HS	Manjuyod I	Jessielito G. Cortez, TIC/T-I	a) OCT/TCT; b) Technical Description; and c) Latest Tax Declaration of the land.
22. Tayasan NHS Main	Tayasan I	Maria Fe R. Yosores, SP-I	a) OCT/TCT; b) SB resolution authorizing the Mayor to execute the Deed of Donation; and c) Latest Tax Declaration of the land.
23. Tayasan NHS - Bago Campus	Tayasan I	Felix M. Montero, HT-I	a) OCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land; and d) SB resolution authorizing the Barangay Captain to execute the Deed of Donation.
24. Tayasan Science HS	Tayasan I	Warner A. Callao, TIC/T-III	a) OCT/TCT; b) SB resolution authorizing the Mayor to execute the Deed of Donation; and c) Latest Tax Declaration of the land.
25. Pinalubngan NHS	Tayasan II	Amiel G. Baynosa, TIC/T-III	a) OCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land; and d) SB resolution authorizing the Mayor to execute the Deed of Donation.
26. Matauta HS (TNHS)	Tayasan II	Rizalyn L. Sameon, TIC/T-II	a) OCT/TCT; b) SB resolution authorizing the Mayor to execute the Deed of Donation; and c) Latest Tax Declaration of the land.
27. Amlan NHS-Jugno Campus	Amlan	Valerie Lyn L. Clavecillas, TIC	a) OCT/TCT; b) SB resolution authorizing the Mayor to execute the Deed of Donation; and c) Latest Tax Declaration of the

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			land.
28. Agan-an ES	Sibulan I	Priscilla Drilon, TIC	a) Deed of Donation; b) OCT/TCT; c) Technical Description; d) Latest Tax Declaration of the land; and e) SB resolution authorizing the Mayor to execute the Deed of Donation.
29. Tubigon HS	Sibulan II	Dr. Ednel N. Matula, TIC	a) DCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land; and d) SB resolution authorizing the Mayor to execute the Deed of Donation.
30. Pulangbato NHS	Valencia	Julius Caldoza, TIC	a) OCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land
31. Baknit ES	Sta. Catalina I	Allan Alipan, TIC	a) OCT/TCT;
32. Amlan NHS	Amlan	Arvin T. Ladion, SP-I	a) OCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land; and d) SB resolution authorizing the Mayor to execute the Deed of Donation.
33. Tabunan ES	Tayasan II	Derrick C. Manlangit, TIC	a) OCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land
34. Tambulan ES	Tayasan II	Maria Liza C. Tupaz, P-I	a) OCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land
35. Agutayon ES	Jimalalud	Jose Leopoldo T. Zerna, TIC	a) Latest Tax Declaration of the land
36. Panciao HS	Manjuyod I	Mar Lill R. Mariot, TIC	a) OCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land
37. Gomentoc ES	Ayungon I	Bobbie D. Habel, HT III	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation.
38. Iniban ES	Ayungon II	Karla S. Dagle, P-I	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation.
39. Mabato ES	Ayungon I	Jeorgette M. Dy, HT-III	a) OCT/TCT; b) Technical Description; c) Latest Tax Declaration of the land

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40. Nabalian ES	Ayungon I	Alma V. Sarvida, HT-I	a) OCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation.
41. So-ok ES	Ayungon I	Maryven H. Anito, HT-I	a) DCT/TCT; b) Technical Description; c) SB resolution authorizing the Mayor to execute the Deed of Donation.
42. Tiguib ES	Ayungon I	Roselin L. Almenzo, P-I	a) OCT/TCT; b) SB resolution authorizing the Mayor to execute the Deed of Donation.
43. Tumampon ES	Ayungon I	Virginia A. Capilla, HT-I	a) OCT/TCT; b) Latest Tax Declaration of the land; c) SB resolution authorizing the Mayor to execute the Deed of Donation.
44. Managba ES	Manjuyod I	Naribeth A. Labe, TIC	a) OCT/TCT; b) Latest Tax Declaration of the land
45. San Jose ES	Manjuyod I	Victoria A. Banjao, HT-III	a) OCT/TCT; b) Latest Tax Declaration of the land; c. Technical Description; d) Barangay resolution authorizing the Brgy. Captain to execute the Deed of Donation.
46. Banga ES	Tayasan II	Irene B. Castor, HT-I	a) DCT/TCT
47. Cambaye ES	Tayasan II	Janice Nathaniel L. Domocol, TIC	a) OCT/TCT; b) Latest Tax Declaration of the land; c) Technical Description
48. Dalaupon ES	Tayasan II	Anna Rose A. Dagle, TIC	a) OCT/TCT; b) Technical Description
49. Guincalaban ES	Tayasan II	Nelfa P. Gargaya, HT-I	a) OCT/TCT; b) Latest Tax Declaration of the land; c) Technical Description
50. Linao ES	Tayasan I	Nilky C. Zuniega	a) OCT/TCT; b) Technical Description
51. Matauta ES	Tayasan II	Cherry S. Beton, HT-I	a) OCT/TCT; b) Technical Description