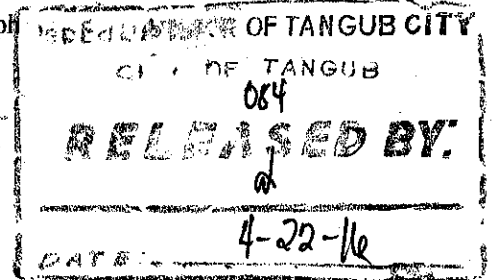




Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF TANGUB CITY  
Anecito Siete St., Tangub City  
Telefax: (088) 395-3372  
Email: tangub.city@deped.gov.ph



**DIVISION MEMORANDUM**  
**No. 80 , s. 2016**

**To :** Public Elementary  
Secondary School Heads  
All other concerns  
This Division

**From :** *V. Victoria V. Gazo*  
**VICTORIA V. GAZO ,Ph. D.,CESO V**  
Schools Division Superintendent

**Date :** April 22, 2016

**Subject :** Submission of Copies of Ownership Titles of Public Elementary  
and Secondary Schools

1. Relative to the Unnumbered Regional Memorandum dated April 4, 2016 Re submission of Copies of Ownership Titles of Public Elementary and Secondary Schools, this office is hereby requests for the submission of **clear , legible certified true copies on or before April 27, 2016** of the following documents to wit;
  1. Transfer Certificate of Title (TCT);
  2. Original Certificate of Title (OCT);
  3. Special Patents ;
  4. Tax Declarations;
  5. Presidential Proclamations;
  6. Deed of Donations (DODs);
  7. Deed of Absolute Sale ;
  8. Usufruct Agreement (UA);
  9. Expropriation ; and
  10. Other similar documents
2. The submission of these documents are vital in the initial stage of the digitization project considering that the ownership titles of public schools under the custody of STO are merely photocopies and mostly unclear and difficult to be read.
3. For information and immediate compliance.