



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

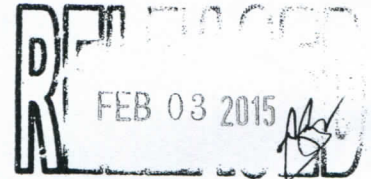
027.2015

TO : All Schools Division Superintendents

FROM : **ELLEN B. DONATO, Ed.D., CESO III**
 Regional Director

SUBJECTS : **SUBMISSION OF SCHOOL TITLING REPORT AND UPDATES**

DATE : February 3, 2015



DEPED-CAR Time: _____

In line with the Department's continuing efforts to update its school sites database and to effectively monitor the status of school sites titling, transfer of ownership in the name of DepED and application for special patent/Presidential Proclamation, the Division Offices are required to submit the updates on the status of school titling to the Office of the Undersecretary for Legal and Legislative Affairs not later than February 18, 2015, copy furnish this Office.

To ensure that the Regional Office has documentation on proof of ownership or MOA with school sites. The Division Offices are also requested to submit documents pertaining to the school sites (proof of ownership) the soonest possible time.

For your information and immediate compliance.

For the Regional Director:

CRISTINA L. PAQUIT
 OIC-Finance Division
 (Officer-in-Charge)

2.3.2015

ESSDI/AGB/CSW

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3011
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-399
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-516
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-743