

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

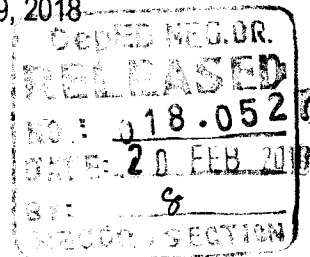
Capitol Area, Dumaguete City

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negros.oriental@deped.gov.ph

SGOD Office (035) 225 - 6180

February 19, 2018



TRAVEL ORDER

NO. 230, s. 2018

TO : **ENGR. ERWIN PINUTO**
 PDO I, Div. Focal Person for School Sites Titling

MRS. MARJORIE DORONILA PORCINA
 Legal Assistant I

OFFICE : Division of Negros Oriental

PURPOSE : To attend the **VALIDATION OF SCHOOL SITES FOR SURVEY AND TITLING IN FY 2018 AND MONITORING OF SURVEY AND TITLING OF SCHOOL SITES IN FY 2017**

DATE OF TRAVEL : February 21, 2018

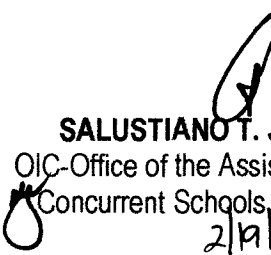
VENUE/PLACE : 3rd Floor Conference Room, DepEd Region VII, Sudlon, Lahug, Cebu City

ALLOWED/CHARGED TO: **REGIONAL/DIVISION MOOE** funds, subject to the usual accounting and auditing rules and regulations)

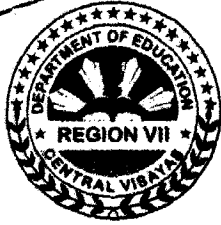
X : Transportation and other incidental expenses (**DIVISION MOOE**)

X : Board and Lodging (**REGIONAL OFFICE FUNDS**)

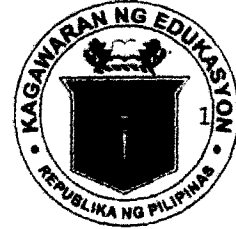
Note: For the details of your travel please see attached Memorandum


SALUSTIANO T. JIMENEZ, CESO VI
 OIC-Office of the Assistant Regional Director
 Concurrent Schools Division Superintendent
 2/19/18

DR. PICAPAL
ENGR. TUBOG



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. 0104 s. 2018

FEB 08 2018

VALIDATION OF SCHOOL SITES FOR SURVEY AND TITLING IN FY 2018 AND MONITORING OF SURVEY AND TITLING OF SCHOOL SITES IN FY 2017

To: All Schools Division Superintendents
Officers-in-Charge of Schools Divisions

1. The Office for Legal Affairs through the Sites Titling Office (STO) will conduct a validation for the survey and titling of school sites for FY 2018 and monitoring of the survey and titling of school sites in FY 2017 for Schools Division Offices (SDOs) downloaded with funds for survey and titling. This activity aims to ensure that only Schools Division Offices (SDOs) with school sites that will qualify for survey and tiling shall be downloaded with funds this year, taking into consideration those requests for survey and titling that were not accommodated in FY 2017.
2. In view hereof, please identify untitled school sites within your jurisdiction that will qualify for survey and titling. Untitled school sites that will qualify for survey and titling shall have the following documents:
 - a. Copy of the Deed of Donation
 - b. Original copy of owner's duplicate of TCT/OCT
 - c. Copy of Approved Survey Plan
 - d. Certified true copy of Tax Declaration
 - e. Certificate of no tax delinquency
 - f. Transfer tax
 - g. BIR clearance
 - h. DAR clearance (if agricultural land/camotal land)
3. The validation and monitoring of school sites for survey and titling shall be held on **February 21, 2018 at the 3rd Floor Conference Room, DepED Region VII, Sudlon, Lahug, Cebu City.**

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

4. Participants to this activity are:



- a) Engr. Noemi C. Guillen – Regional Focal Person for School Sites Titling
- b) Atty. Leslie Joie E. Babatuan – Attorney IV
- c) The Division Focal Persons for School Sites Titling
- d) Division Lawyers

This Memorandum serves as **Travel Order** to the identified participants.

5. Lunch and two (2) snacks are chargeable against Regional Office funds while transportation, per diem and other incidental expenses of the division participants are chargeable against the local/division funds subject to the availability of funds and pursuant to the usual accounting and auditing rules and regulations.

6. Considering the importance of this activity, **the attendance of all concerned is mandatory.**

7. For immediate dissemination.


JULIET A. JERUTA
Director III
OIC-Regional Director


JAJ/WEB/cjmm