



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

30 April 2021

**DIVISION MEMORANDUM**

DM No. 201, s. 2021

**RECIPIENTS OF SCHOOL SITE TITLING  
AND SURVEY FUND**

To: OIC –Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Property Custodians  
All Concerned

1. This Office through the School Governance and Operations Division announces that the following schools are the recipients of the fund allotted for school site titling and survey:

	Name of School	Municipality
1.	Apad Jomalig National High School	Jomalig, Quezon
2.	Magsaysay Elementary School	Infanta, Quezon
3.	Paiisa Elementary School	Tiaong, Quezon
4.	Malabanban Sur Elementary School	Candelaria, Quezon
5.	General Luna National High School	General Luna, Quezon
6.	San Isidro Elementary School	Catanauan, Quezon
7.	Kinatakutan National High School	Tagkawayan, Quezon
8.	Villabota Elementary School	Gumaca, Quezon

2. The school heads are directed to coordinate and inform the SGOD on the cost of land survey and/or the cost of titling/transfer of title by accomplishing this link:  
<https://tinyurl.com/schooltitling>.

DEPEDQUEZON-TM-SDS-04-009-003



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3. Furthermore, the school heads are advised to coordinate with the Register of Deeds to comply with the requirements for titling and determine the cost for the transfer of title.
4. With respect to the cost of land survey, kindly coordinate with the Department of Environment and Natural Resources – Community Environment and Natural Resources Office (DENR CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If DENR-CENRO cannot conduct the survey, the school heads are advised to inquire with a geodetic engineer on the estimated amount of survey.
5. Deadline of submission for the release of fund shall be on or before May 11, 2021.
6. Immediate compliance to this Memorandum is desired.

**ELIAS A. ALICAYA Jr., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

sgodcda04/30/2021

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