



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

06 September 2021

DIVISION MEMORANDUM

DM No. 646, s. 2021

**VIRTUAL SCHOOL TITLING CONFERENCE MEETING AND
TECHNICAL ASSISTANCE FOR BATCH 2 RECIPIENTS
OF SCHOOL TITLING AND SURVEYING FUND**

To: OIC –Assistant Schools Division Superintendents
SGOD Chief, SGOD Education Program Supervisor
Division Accountant
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned



1. This Office through the School Governance and Operations Division (SGOD) will conduct a virtual school titling conference meeting and technical assistance for Batch 2 recipients of school titling and surveying fund on September 8, 2021 (Wednesday), 1:00 p.m. via **Google Meet** with the Meeting Link: <https://meet.google.com/kxx-thsg-ykf>.
2. This shall be attended by all Public School District Supervisors, and the school heads of the recipient schools of the fund allotted for school titling and land survey listed in Annex "A."
3. The agenda in the Virtual Conference Meeting and Technical Assistance for school titling are the following:
 - a. Orientation on the Requirements in the Process of School Titling and Survey
 - b. Orientation on the Reimbursement of Expenses for Survey and School Titling
 - c. Other Matters
4. Kindly be reminded that the following are the documentary requirements:
 - a. For schools which are still processing the acquisition of school site through donation or sale:
 - i. Deed of Donation or Deed of Absolute Sale

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| Registration Number QACR/0014 | |
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| By: | Rommel |
| Ref. no | DM 046-21 |



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- ii. Certified True Copy of Title, Mother Title, Original Certificate of Title or Transfer Certificate of Title named to the heirs, in case of death of original donor or landowner
 - iii. Special Power of Attorney from Central Office
 - iv. Most recent Tax Declaration
 - v. Approved Lot Survey Plan, if any
 - vi. School Site Development Plan, if any
 - vii. Certificate of Tax Payment/Certificate of Non-Tax Delinquency
- b. For schools with signed and notarized Deed of Donation/Sale and in the process of facilitating the transfer of land title to the school through the Register of Deeds:
- i. Blue copy or Second Copy of Original Certificate of Title (OCT) and Transfer Certificate of Title (TCT) as part of the documentary requirements in applying for the release of Certificate Authorizing Registration (CAR) from the BIR;
 - ii. BIR Form No. 2313-R or Certificate Authorizing Registration (CAR) for Transaction Involving Transfer of Real Properties stating the details of payment of capital gains tax or donor's tax
 - iii. Real Property Tax Clearance
 - iv. Transfer Tax Receipt or Proof of Payment
 - v. In case of agricultural land, DAR Clearance
- c. For reimbursement of expenses for Taxes, Duties, and Licenses (UACS Code 50215010) and Survey Expenses (UACS Code 5020701000), the following shall be submitted to the Accounting Section:
- i. 3 copies of Disbursement Vouchers (With Landbank Account No. of Service Provider
 - ii. Billing Statements (With Abstract Scope of Work and Amount of Payment signed by the surveying company), if applicable
 - iii. Official Receipt
 - iv. Pictures of Service being rendered, if applicable
 - v. Service Provider's BIR Certificate of Registration, DTI, Mayor's Permit, if applicable

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5. For the virtual meeting, PSDS and School Heads with internet difficulty may gather together in an area with better connection but with strict adherence to health and safety protocol.
6. All expenses relative to this activity shall be chargeable against local fund subject to usual accounting and auditing procedures.
7. 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

sgodcda09/06/2021

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Annex "A"

List of Schools

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|----|---|-----------------------|
| 1 | Sto. Domingo National High School | Calauag, Quezon |
| 2 | Canda National High School | Sariaya, Quezon |
| 3 | Adela S. Torres National High School | Sampaloc District |
| 4 | Llavac Elementary School | Real, Quezon |
| 6 | Baao Elementary School | Mauban, Quezon |
| 7 | Panukulan Central School | Panukulan, Quezon |
| 8 | Talipan Elementary School | Pagbilao, Quezon |
| 9 | Sta. Lucia National High School | Dolores, Quezon |
| 11 | Ibabang Yuni Elementary School | Mulanay, Quezon |
| 12 | Lualhati Edano National High School | San Francisco, Quezon |
| 14 | Leonardo De Vera Cruz National High School | Unisan, Quezon |
| 15 | Hinguiwin National High School | Padre Burgos, Quezon |
| 16 | Danlagan Reserva Elementary School | Guinayangan, Quezon |
| 18 | Gomez Elementary School | Lopez, Quezon |
| 19 | PSHN Main | General Nakar, Quezon |
| 20 | Alibijaban Elementary School | San Andres, Quezon |
| 21 | Villarica Elementary School | General Luna, Quezon |
| 22 | Paaralang Elementary ng Maka | Lucban, Quezon |
| 23 | Busdak National High School | Patnanungan, Quezon |
| 24 | Mansilay National High School | Tagkawayan, Quezon |
| 25 | Pelion Elementary School – Senior High School | Polillo, Quezon |
| 26 | Plaza Rizal Elementary School | Gumaca, Quezon |

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