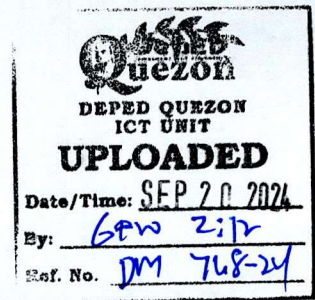




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 September 2024

DIVISION MEMORANDUM
DM no. 768, s. 2024

SUBMISSION OF THE DOCUMENTARY REQUIREMENTS FOR THE REIMBURSEMENT OF THE EXPENSES INCURRED FOR THE ACQUISITION, SURVEY AND TITLING OF DEPED SCHOOL SITES

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Units Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In accordance with DepEd Memorandum dated July 24, 2024, titled "Guidelines on the Utilization of Funds for Survey and Titling of School Sites of the Department of Education (DepEd)," this Office enjoins all elementary and secondary schools for the submission of documentary requirements for the reimbursement of the expenses incurred for the acquisition, survey, titling of DepEd school sites on or before October 19, 2024, through Education Facilities Section SDO Quezon, Talipan, Pagbilao.
2. The following expenses can be charged to the school titling fund of the Division Office:
 - a. Survey expenses paid for the services of a Geodetic Engineer (GE)/Surveying Firm (SF);
 - b. Taxes and licenses paid to the government such as the Bureau of Internal Revenue (BIR) and Register of Deeds (RoD);
 - c. Notarial fees paid to the notary public;
 - d. Travel expenses incurred;
 - e. Registration for Special Patents, and
 - f. Other related fees or costs

However, it must be highlighted that **penalties** imposed by government agencies such as the Bureau of Internal Revenue (BIR) cannot be reimbursed.

DEPEDQUEZON-TM-SDS-04-09-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

3. As per Division Memorandum No. 646, s. 2021, the following are the documentary requirements for reimbursement:
 - a. As to survey expenses (UACS Code: 5020701002):
 - i. Official Receipts from Geodetic Engineer (GE)/Surveying Firm (SF);
 - ii. Billing Statements (With Abstract Scope of Work and Amount of Payment signed by the Surveying Company);
 - iii. Photographs of survey being rendered before, during and after phases; and
 - iv. Service provider's BIR Certificate of Registration, DTI, and Mayor's Permit.
 - b. As to travel expenses (UACS Code: 5020101000):
 - i. Appendix 45 (Itinerary of Travel) in three (3) original copies;
 - ii. Certification of Travel Not Requiring Receipts (if applicable) in three (3) original copies;
 - iii. Appendix 47 (Certificate of Travel Completed) in three (3) original copies;
 - iv. Travel Receipts (if applicable) in one (1) original and two (2) photocopies;
 - v. Travel Order or Locator Slip in one (1) original and two (2) photocopies;
 - vi. Certificate of Appearance in one (1) original and two (2) photocopies; and
 - vii. Reimbursement Expense Receipts (Appendix 46) in one (1) original and two (2) photocopies.
 - c. As to expenses for Taxes, Duties and Licenses (UACS Code: 5021501001) covering payments to RoD, BIR and Notary Public, etal:
 - i. 3 Copies of Disbursement Vouchers and Obligation Request Status;
 - ii. Official Receipt;
 - iii. Photocopy of the Notarized Instrument such as Deed of Sale or Deed of Donation in case of notarial fees;
 - iv. Photocopy of the Land Title in case of payments to the RoD; and
 - v. Photocopy of Supporting Documents in case of payments to BIR.
4. Only expenses incurred starting January 1, 2024 to present are eligible for submission of request for reimbursement.
5. Schools in need of survey are directed to submit a letter of request to the Schools Division Superintendent through the Education Facilities Section (EFS) to be included in the priority list of school recipients of the survey fund from the Central Office.

DEPEDQUEZON-TM-SDS-04-09-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

6. For further inquiries, please send email at sdo.quezon.efs@deped.gov.ph or contact 0908-218-3482.
7. All mentioned above shall be in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.
8. Immediate dissemination and strict compliance of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-09-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

