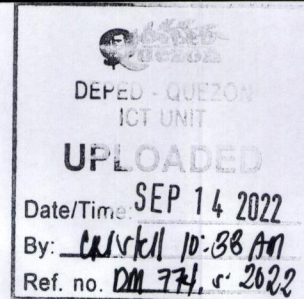




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 September 2022

DIVISION MEMORANDUM

DM No. 774, s. 2022

SUBMISSION OF DOCUMENTS FOR REIMBURSEMENT OF RELATED EXPENSES PAID FOR SCHOOL SITE TITLING AND REGISTRATION OF SPECIAL PATENTS

To: Assistant Schools Division Superintendents
Division Chiefs
Elementary and Secondary School Heads
All Others Concerned

1. Committed to mobilize the process of transfer of school sites in the name of DepEd, all school heads are advised to submit the necessary documents for reimbursement of taxes, licenses, and other related expenses paid for the transfer of school titling and registration of special patents not later than **October 30, 2022**.
2. For the complete set of documents, please refer to the previously issued **Division Memorandum No. 646, S. 2021**.
3. Eligible expenses for reimbursement are the following:
 - a. expenses paid for survey;
 - b. taxes and licenses related to the transfer of title; and
 - c. registration expenses for Special Patents.
4. Widest and immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

sgodrra09/12/2022

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