



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



13 February 2026

DIVISION MEMORANDUM

No. **0174**, s. 2026

SECURING A READABLE/ORIGINAL/CERTIFIED TRUE COPY OF DEED OF DONATION, TCT, OR EQUIVALENT LAND OWNERSHIP DOCUMENTS

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In line with the preparation for Basic Education Facilities Fund (BEFF) School Infrastructure Project for this 2026 and documentation of school site ownership and land records, all School Heads are hereby directed to secure a readable copy, or original copy, or Certified True Copy (CTC) of the following documents covering the school site:
 - a. Deed of Donation (if the property was donated);
 - b. Transfer Certificate of Title (TCT)
 - c. Deed of Absolute Sale
 - d. Special Patent
 - e. Usufruct agreement; or
 - f. Other equivalent documents evidencing ownership or lawful occupancy of the school property.
2. The documents must be clear and legible to facilitate proper verification and recording. In cases where the original documents are not available in the school file, coordination with the donor, Local Government Unit (LGU), or the concerned office of the Registry of Deeds is advised to secure a Certified True Copy.
3. For wide dissemination and compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgoefs02/13/26
DEPEDQUEZON-TM-SDS-04-009-003



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