



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OFFICE OF NUEVA VIZCAYA

9 OCTOBER 2024


DIVISION MEMORANDUM
No. 439, s. 2024

**SUBMISSION OF ORIGINAL COPIES OF OWNER'S DUPLICATE OF
CERTIFICATES OF TITLE OF PUBLIC SCHOOL SITES**

To: Public Schools District Supervisors/District-In-Charge
Public Secondary and Elementary School Heads
All others concerned

1. The upcoming project of the Department of Education (DepEd) through the Sites Titling Office (STO) under the Office of the Undersecretary for Legal and Legislative Affairs, with the Land Registration Authority (LRA) for the conversion of manually-issued certificates of title into e-Title of the Title Upgrade Program under the Land Titling Computerization Project (LTCP) of the LRA, aims to ensure the safety and protection of the ownership titles of DepEd real properties eliminating threats associated with manual copies and protects the integrity of ownership documents making them less susceptible to tampering or fraud and also promotes transparency and helps prevent disputed or fraudulent transactions.
2. In view hereto, all public schools with Original Copies of Owner's Duplicate of Certificates of Title in their possession are directed to submit to SDO Legal Office the same for appropriate acknowledgment and safekeeping. A Certified True Copy of the Title will be issued in lieu of the original for school file. A consolidated list will be sent to the Central Office on or before **October 14, 2024**, hence timely submission is desired.
3. In addition, all school heads are requested to submit the original copy of latest tax declarations of their respective schools to the SDO Legal Office and retain a photocopy of the same for school file on or before **October 14, 2024**.
4. For information, immediate dissemination and compliance.




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Schools Division Superintendent

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