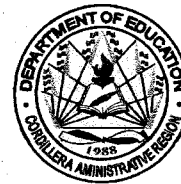




Republic of the Philippines  
 Department of Education  
**CORDILLERA ADMINISTRATIVE REGION**  
 Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM**

No. 123.2017

**RELEASED**  
 APR 26 2017  
 DEPED-CAR Time: \_\_\_\_\_

To : **Schools Division Superintendents**  
 All Divisions

From : **SORAYA T. FACULO**  
 Chief Education Supervisor  
 OIC-Office of the Assistant Regional Director

Date : April 25, 2017

**SUBJECT : Validation of School Sites Documents**

1. The Office of the Undersecretary for Legal Affairs, issued an Unnumbered Memorandum dated December 12, 2016 directing the Regional Offices to coordinate with their respective Division Offices to identify school sites donated to DepEd but not yet transferred in the name of the Department and consolidate documents necessary for their titling.
2. In view of this, representative/s from the Sites Titling Office will be coming on May 2, 2017 to assist and validate donated school sites documents that will qualify for titling, to be submitted for funding purposes.
3. In compliance thereto, the Schools Division's School Site Coordinators are hereby directed to be available on **May 2, 2017 at 9:00 AM at the Mini Conference Hall, DepEd-CAR, Wangal, La Trinidad Benguet** during the said visit, and to bring with them the consolidated documents necessary for titling.
4. There should also be a summary list of schools attached to the transmittal letter as part of the consolidated documents for submission.
5. Participants are expected to be at the venue at **9 o'clock A.M.** for the registration. Meals (AM snacks and lunch) shall be provided, while traveling and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
6. Schools Division Offices shall send a representative in case the coordinator cannot attend. Please confirm the attendance of the participant on or before **April 28, 2017**.
7. For information, guidance and compliance of all concerned.

ord/tu/vbf/mrsp

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434