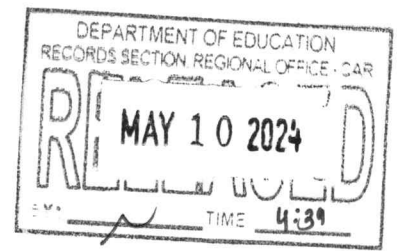




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM
273.2024

May 07, 2024

INCLUSION OF SUBMISSION and UPDATING OF SCHOOL SITES PROOF OF OWNERSHIP DOCUMENTS TO THE SCHOOLS DIVISION OFFICE IN THE OPCRf OF SCHOOL HEADS/PRINCIPALS

To: All Schools Division Superintendents
All DepEd CAR School Heads (Elementary and Secondary)
All other concerned

1. One component of the MATATAG is to "TAKE STEPS TO ACCELERATE DELIVERY OF BASIC EDUCATION FACILITIES AND SERVICES." The strategies to achieve said component relates to building schools, classrooms, and other school facilities which may only be possible if the school site is secured;
2. To efficiently and effectively monitor the survey and titling of all DepEd school sites in DepEd CAR, all School Heads shall submit to the Schools Division Office, through the Legal Unit, all school site related documents where the School Head is currently assigned;
3. Consequently, every School Head shall include in their Office Performance Review and Commitment Form (OPCRf) with a weight of 5%, starting SY 2024-2025, the submission of school site related documents to the Schools Division Office;
4. In case the school has no available document related to school sites, the School Head shall initiate to secure said document such as application for the issuance of tax declaration, application for survey, communicating with the concerned parties for the issuance of a deed of donation, usufruct, MOA or contracts in case the school site is under the name of an individual, juridical entity, other agency or a third party. The School Head or Schools Division Office shall also update the database for school sites that will be deployed;
5. Queries or clarifications may be sent to car.legalunit@deped.gov.ph;
6. For information and compliance.


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