



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 259, s. 2025

JUN 24 2025

UPDATING AND SUBMISSION OF SCHOOL TITLES AND RELATED DOCUMENTS AND DESIGNATION OF FOCAL PERSON

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Principals
All others concerned

1. In alignment with the Department of Education (DepED) – Central Office's ongoing efforts to update and consolidate records related to school property ownership, all schools are hereby requested to **submit a copy of all available documents pertaining to school land titles or ownership**. The documents to be submitted include, but are not limited to:
 - Original land titles, certified true copies or photocopies
 - Tax declarations;
 - Deeds of donation, Deed of sale or related testaments;
 - Survey plans, technical descriptions, site development plan and other related documents; and
 - Any documentation related to land acquisition or titling.
2. In addition, each District is required to **assign a focal person** who will serve as the primary contact for all matters related to the submission and verification of these documents. The **District Office** will then be responsible for consolidating all submissions and forwarding them to the **Division Office** on or before **June 30, 2025, 5:00 P.M.**
3. For information and compliance.

FOR THE SCHOOLS DIVISION SUPERINTENDENT

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

ARMANDO C. CAPII, EdD
Assistant Schools Division Superintendent

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June 24, 2025



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