



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

JAN 30 2026

DIVISION MEMORANDUM
No. 054, s. 2026

**COMPLIANCE WITH THE SUBMISSION OF ORIGINAL DOCUMENTS PERTAINING
SCHOOL LAND OWNERSHIP**

To: Assistant Schools Division Superintendent
Division Supply Unit
Division Cash Unit
Division Educational Facilities Section
Public Schools District Supervisors
All School Heads
All Others Concerned

1. In line with the Division Office's regular safekeeping procedures and in the interest of securing vital property documents, all public schools are hereby directed to **submit all ORIGINAL DOCUMENTS pertaining to school land ownership** currently in their possession.
2. These documents shall be turned over to the Division Office for **proper safekeeping, inventory, and monitoring**, ensuring their protection and availability for future legal and administrative purposes. The following **original documents** are expected to be submitted, where applicable:
 - o Owner's Duplicate Copy of the Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT);
 - o Tax Declaration (latest and previous, if available);
 - o Deed of Donation, Deed of Sale, or other instruments of conveyance;
 - o Any court orders, resolutions, or legal documents related to land ownership;
 - o Other supporting documents evidencing ownership or rights over the school site
3. All concerned School Heads are required to prepare a **Transmittal of Documents** enumerating all submitted documents. The complete set of original documents, together with the transmittal, must be placed in a **long brown envelope**, properly labeled with the school's name and address, and submitted to the Division Office on or before **27 February 2026, at 5:00 PM**.
4. For inquiries or clarification, you may contact the Legal Unit of the Division Office.
5. Immediate and wide dissemination of and strict compliance to this Memorandum is hereby directed.

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



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