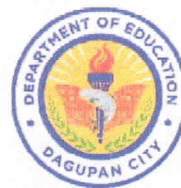


Republic of the Philippines



Region 1  
Division of City Schools  
Dagupan City  
Telefax No. (075) 515-6009

RELEASED  
DATE: 6/5/16  
BY: [Signature]

DIVISION MEMORANDUM 80 s, 2016

02 June 2016

To: All SHS School Heads

From: *[Signature]*  
FROSERFINA J. BRAVO  
OIC-School Division Superintendent *[Signature]*

Re: SECURING BUILDING PERMIT FOR SHS BUILDINGS

This is to remind you of the necessary building permit that needs to be secured and for us to be furnished a copy. Prepare these documents and coordinate with the DPWH (thru the contractors) for the completion of other requirements needed for the application:

1. Certified True Copy of Transfer Certificate Title; and/or
2. Tax Declaration

Please submit the said permit to School Governance and Operations Division (SGOD) attention Engr. Tatum Grace L. Manzano.

For strict compliance.