



**DepED**  
DEPARTMENT OF EDUCATION

Department of Education  
Region I  
**DIVISION OF CITY SCHOOLS**  
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MEMORANDUM NO. 128, S. 2018

**RELEASE**  
DEFED  
DATE: 5/15/18  
BY: [Signature]

TO: **ALL PUBLIC SCHOOL HEADS (Elementary and Secondary)**  
**ALL PROPERTY CUSTODIAN (Elementary and Secondary)**

FROM: *Dr.* **Dr. LORNA G. BUGAYONG, CESO VI**  
**SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **SUBMISSION OF SCANNED COPY/SOFT COPY OF ALL SCHOOL SITE DOCUMENTS**

DATE: **May 15, 2018**

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In order for SDO DAGUPAN CITY to update and have a database of all the school site documents of all its schools (elementary and secondary), all School Heads with the assistance of their Property Custodian are required to submit a soft copy/ scanned copy of all their school site documents to the Legal Unit through [attyjoseoviedo@gmail.com](mailto:attyjoseoviedo@gmail.com) **on or before May 31, 2018 (Thursday)**, such as but not limited to the following documents:

1. Title of the Lot, either **Original Certificate of Title (OCT)**, **Transfer Certificate of Title (TCT)**, or **Special Patent/ Free Patent**;
2. **Certified True Copy of its Latest Tax Declaration**;
3. Any Deed of Conveyance showing transfer of the lot to the school such **Deed of Sale, Deed of Donation, Extrajudicial Partition**, etc.;
4. **Approved Survey Plan**; and
5. **Others.**

For your information, guidance and immediate compliance.