Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

RECEIVED DIVISION OF BAGUIO CITY
SEP 2 8 2015
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DIVISION MEMORANDUM

NO. 166 s. 2015

SCHOOL SITE TITLING

To : District Supervisors
All Public School Heads

1. According to Mrs. Estela Manalastas, In-Charge of School Titling at CENRO-Baguio City, only 8 schools from both elementary and secondary level have passed the evaluation with complete documents and are ready for titling. These schools are:

Alfonso Tabora ES	Pinsao ES
Dona Nicasia Puyat ES	Spring Hills ES
Elpidio Quirino ES	Magsaysay ES
Pinget ES	Magsaysay NHS

2. Heads of the schools not listed above who submitted documents deemed incomplete are requested to look for the approved survey plan of the school and resubmit the same to CENRO Pacdal, c/o Mrs. E. Manalastas.

3. School heads who cannot locate the survey plans in their records should secure a copy at DENR Calderon (near Petron Harrison Rd.) and submit the document to CENRO as soon as possible.

4. If it is determined at DENR that there was no approved survey plan filed therein, the concerned school head must request for a ***Certification of No Survey Plan*** from DENR.

5. Certification should then be submitted to the Schools Division Office c/o Mr. Renaldo D. Umayat, EPS – SGOD on or before October 6 (Tuesday). Kindly enclose document in a brown folder labelled properly then have transmittal letter stamped by the front desk prior to submission to the SGOD.

6. For wide dissemination and immediate action.

FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent

AUGUSTIN P. LABAN III
Attorney III
OIC – Asst. Schools Division Superintendent