

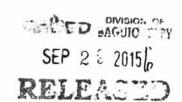
Republic of the Philippines Department of Education Cordillera Administrative Region **DIVISION OF BAGUIO CITY** #82 Military Cut-off Road, Baguio City



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

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 Dona Nicasia Puvat ES Elpidio Quirino ES Pinget ES

Pinsao ES Spring Hills ES Magsaysay 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.

For the Schools Division Superintendent

FRANCIS CESAR B. BRINGAS, CESO VI Schools Division Superintendent

Attorney III

OIC - Asst. Schools Division Superintendent

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