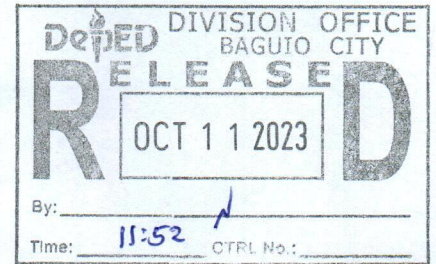




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 11, 2023

OFFICE MEMORANDUM

**AMENDMENT TO AND REQUIREMENTS OF THE DEED OF USUFRUCT BETWEEN
DEPED AND BCDA RE: SCHOOL SITE OF BAGUIO COUNTRY CLUB VILLAGE
ELEMENTARY SCHOOL**

TO: CES, SGOD and CID
Educational Facilities Section
Legal Section
School Head, Baguio Country Club Elementary School
Public Schools District Supervisor – Concerned District, and
All Others Concerned

1. On August 13, 2013, a Deed of the Usufruct (DOU) was entered into and duly signed by the Department of Education (DepEd), Bases Conversion and Development Authority (BCDA) and John Hay Management Corporation (JHMC). It was for the school site of Baguio Country Club Village Elementary School with an area of more or less 1,529 square meter located in BCDA property in Barangay Country Club Village.
2. The JHMC-Land and Asset Management Division (JHMC-LAMD) called for a meeting on October 5, 2023 to review the said DOU. JHMC-LAMD report includes the following
 - a. The area included a portion of the circumferential road
 - b. Encroached portion of eight (8) residential structures
3. Furthermore, a projection to the LiDAR Orthorectified image shows that there is an error in the tieline. This shall be verified through a verification survey as required in Sec. 2.1 of the DOU.
4. Appropriate actions were advised by the JHMC-LAMD to be taken by the parties:
 - a. A relocation survey to address the error mentioned in the preceding paragraph, and to determine the adjusted area;
 - b. The DOU will be amended to reflect the changes in the total area covered by the Agreement;
 - c. DepEd was required to submit a master development plan (MDP) reflecting future developments within said Property (regardless of the issue on encroachment encroachment);



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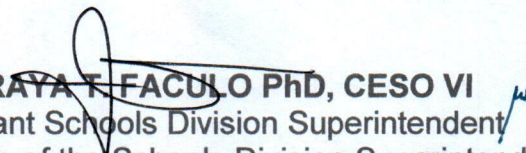
Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

DepEd SDO Baguio City:

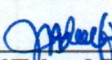
*We Serve,
We Care.*

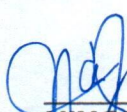


- d. Draft of the Amendment will be proposed by JHMC-LAMD. DepEd was advised to submit the required MDP the soonest possible time, otherwise, only the area where the single DepEd building was constructed will be considered as the final area, after being adjusted, in the Amendment.
5. Concerned School and SDO officials and personnel are mandated to facilitate the completion of the requirements, and to address the concerns as found, thus:
 - a. Conduct of relocation survey to address the error mentioned in the preceding paragraph, and to determine the adjusted area:
 - i. JHMC-LAMD mentioned City Engineering Office (CEO) of the Baguio City Government as the office that DepEd can tap to conduct the relocation survey, as such, the School Head through the assistance of SGOD-EFS shall request and coordinate with the said office within 1 (one) week from the issuance of this Memorandum. Relevant report must be submitted within one (1) week from the result of the request; and
 - ii. In the event that the request to the CEO will not be granted, the School Head shall coordinate with the Legal Officer for possible request for funding from the Central Office.
 - b. A master development plan (MDP) reflecting future developments within said Property
 - i. School Head to submit the MDP which was required by JHMC-LAMD within fifteen (15) days from the issuance of this Memorandum; coordinate with SGOD-EFS if necessary.
 - c. Amendment to the DOU
 - i. School Head to regularly coordinate and follow-up with JHMC-LAMD relative to the provisions and finalization thereof; and
 - ii. Legal Officer to facilitate the request of relevant Special Power of Attorney from the Central Office, if required.
 6. Public Schools District Supervisor concerned shall monitor compliance of the school to the abovementioned requirements and the submission of the relevant reports.
 7. Any changes in school administration or district supervision will not render this Memorandum ineffectual.
 8. For strict compliance.


SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC – Office of the Schools Division Superintendent

Conforme:


JANE L. ADOLFO
 School Head
 Date: 10/11/2023


NIXON ELAHE
 PSDS – District 1
 Date: 10/13/23



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 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

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Copy received by:

NIÑO M. TIBANGAY

10-18-2023

Chief Education Supervisor

JULIET SANNAD

10-19-2023

Chief Education Supervisor

Engr. JORDAN GAS-IB

10-18-2023

Engineer III

ANNETTE L. DOYAOEN

10/18/23

Legal Officer / Atty. III

JANE L. ADOLFO

10/18/23

School Head

NIXON ELAHE

10/19/23

PSDS-District 1

SORAYA Y. FACULO FRD, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent

Contenome:

NIXON ELAHE
PSDS - District 1
Date: 10/19/23

JANE L. ADOLFO
School Head
Date: 10/18/23

Page: 2/0 Bago City
Mr. Giver
Mr. Giver

