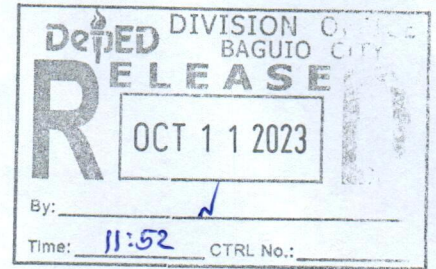




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 11, 2023

OFFICE MEMORANDUM

**AMENDMENT TO AND REQUIREMENTS OF THE DEED OF USUFRUCT BETWEEN
DEPED AND BCDA RE: SCHOOL SITE OF HILLSIDE NATIONAL HIGH SCHOOL**

TO: CES, SGOD and CID
Educational Facilities Section
Legal Section
School Head, Hillside National High School
Public Schools District Supervisor – Concerned District, and
All Others Concerned

1. In 2013, a joint verification survey of the more or less 1500-square meter covering the area of the Baguio City National High School (BCNHS) Hillside Annex, now – Hillside National High School, subject area of the Deed of Usufruct (DOU) entered into by and between the Department of Education (DepEd), Bases Conversion and Development Authority (BCDA) and John Hay Management Corporation (JHMC), was conducted.
2. The JHMC-Land and Asset Management Division (JHMC-LAMD) rendered its technical review of the 2013 joint verification survey and pursuant to its findings and to address the same, a verification survey was conducted on April 7, 2022. Among others, the notable findings per JHMC-LAMD review are the following:
 - a. The total area was reduced to 1,418 sqm;
 - b. A portion of the school building with an area of 6 sqm encroached over a residential lot particularly Lot 1-A-4-A
 - c. Covered court with an area of 515 sqm is being contested by the Hillside Barangay Officials, and
 - d. The vacant lot with an area of 126 sqm is presently being utilized by the adjacent residential structure's owner as shed.
3. A meeting was conducted between DepEd - SDO of Baguio City and JHMC-LAMD on October 5, 2023 relative to the findings. The following were taken into consideration:
 - a. As to the reduction of the total area from 1,503 sqm to 1,418 sqm:
 - i. The DOU will be amended to reflect the changes in the total area covered by the Agreement
 - ii. Draft of the Amendment will be proposed by JHMC-LAMD



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- b. As to the covered court with an area of 515 *sqm* being contested by the Hillside Barangay Officials:
 - i. JHMC-LAMD required DepEd to forge an agreement with the Barangay Officials relative to the use of the covered court.
4. 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. 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.
 - b. A portion of the school building that encroached over a residential lot:
 - i. School head to submit a written report on the details of the encroached area within one (1) week from the issuance of this Memorandum;
 - ii. School Head to coordinate with SGOD-Educational Facilities Section for possible solution to reduce the encroached area within one (1) month from the issuance of this Memorandum, and submit a written report on the actions taken within one (1) week from the conclusion of coordination with SGOD-EFS;
 - iii. SGOD-EFS to conduct inspection of the school site and submit report, both within one (1) week from the request of the School Head for assistance; and
 - iv. Legal Officer to assist in case the lot-owner concerned file a complaint.
 - c. Compliance to the requirement of CJHM-LAMD as regards the covered court that is being contested by the Hillside Barangay Officials:
 - i. School head to initiate meeting with the Barangay Officials relative to the forging of MOA as to the use of the covered court within one (1) month from the issuance of this Memorandum; Legal Officer to attend;
 - ii. School Head to submit a full report on the result of the meeting within one (1) week therefrom; and
 - iii. Legal Officer to assist in the drafting of the MOA.
 - d. The vacant lot which is presently being utilized by the adjacent residential structure's owner as shed:
 - i. School head to secure the perimeter and coordinate with SGOD EFS in securing funds for possible fencing project within one (1) month from the issuance of this Memorandum; and
 - ii. SGOD to conduct inspection and submit report, both within one (1) week from the request of the School Head for assistance.
5. Lastly, JHMC-LAMD reiterated Section 3.6 of the DOU which required DepEd to submit the following:
 - a. As-built site development plan showing footprints of all existing vertical structures, and
 - b. A master development plan (MDP) reflecting future developments within said Property.



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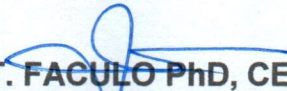
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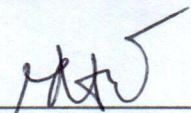
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6. School Head to submit the as-built site development plan and MDP mentioned in the preceding paragraph which was required by JHMC-LAMD within one (1) month from the issuance of this Memorandum; coordinate with SGOD-EFS if necessary.
7. Public Schools District Supervisor concerned shall monitor compliance of the school to the **abov**ementioned requirements and the submission of the relevant reports.
8. Any changes in school administration or district supervision will not render this Memorandum ineffectual.
9. For strict compliance.


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

Conforme:



ERWIN ROBERT D. ALLAGA
 School Head
 Date: 10-11-2023



SANTIAGO BUGTONG
 PSDS – District 3
 Date: _____



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Chief Education Supervisor

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JULIET SANNAD 10-19-2023
Chief Education Supervisor

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Engr. JORDAN GAS-IB 10-18-2023
Engineer III

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ANNETTE L. DOYAOEN 10/18/23
Legal Officer / Atty. III

[Signature] 18 Oct 2023
ERWIN ROBERT D. ALLAGA
School Head

[Signature] 18 Oct 23
SANTIAGO BUGTONG
PSDS- District 3