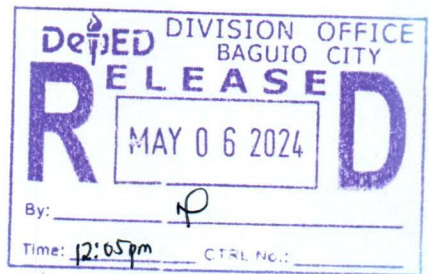




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



03 May 2024

OFFICE MEMORANDUM 022-2024

**ADDITIONAL REQUIREMENTS OF THE SCHOOL SITE AND TITLING OFFICE OF THE DEPARTMENT OF EDUCATION RE: RELOCATION SITE FOR FORT DEL PILAR ELEMENTARY SCHOOL AND FORT DEL PILAR NATIONAL HIGH SCHOOL**

TO: CES, SGOD and CID  
Education Facilities Section  
Legal Section  
School Head, Fort del Pilar Elementary School  
School Head, Fort del Pilar National High School  
Public School District Supervisor – Concerned District, and  
All Others Concerned

1. The Philippine Military Academy (PMA) shared its plan with the Schools Division Office of Baguio City (SDO) of its long-term development plan in which the school site for Fort del Pilar ES and NHS was proposed to be relocated in an area nearer to the road of Loakan Airport but is still within the premises of PMA.
2. Officials of the PMA advised DepEd, as a requirement for the approval of the proposed relocation, to secure the approval of a Revocable Permit between PMA and DepEd, hence, the request sent to DepEd Secretary for the issuance of relevant Special Power of Attorney in favor of SDO.
3. However, the School Site and Titling Office (STO) of the Central Office directed us to provide the following additional requirements:
  - a. Necessary/Appropriate Agreement with technical description
  - b. Proof of ownership of relocation site
  - c. Conduct inspection on the current school sites:
    - i. Submit an inventory of school buildings
    - ii. Verify whether the buildings are condemnable
    - iii. Verify whether the buildings were funded by the DepEd or the LGU
  - d. Submit a Certification/Clearance from the Mines and Geosciences Bureau (MGB) on the readiness/sustainability for school building construction of the relocation site
  - e. The Regional Director's comments and recommendations pertaining to the relocation of the 2 schools and if the funding for the construction of





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school buildings in the relocation sites is sufficient to accommodate the students of said schools

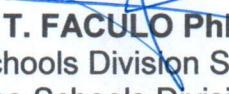
4. Concerned School and SDO officials and personnel are mandated to facilitate the following in relation to item 3 above:
  - a. Necessary/Appropriate Agreement with technical description
    - i. Legal Officer to clarify with the STO what is the necessary or appropriate agreement that the CO is requesting, and coordinate with the STO as to the contents and other requirements for the approval of the agreement, and
    - ii. School Heads to coordinate with the contact person in PMA in securing PMA's approval of the agreement abovementioned
  - b. Proof of ownership of relocation site
    - i. Simultaneous with the item *a.ii* above, School Heads to secure a copy of PMA's proof of ownership of the relocation site
  - c. Conduct inspection on the current school sites and submit an inventory of school buildings, verify whether the buildings are condemnable, and verify whether the buildings were funded by the DepEd or the LGU
    - i. School Heads and Education Facilities Section shall conduct the inspection, prepare and submit the inventory and report required, within ten (10) working days from the issuance of this memorandum
  - d. Submit a Certification/Clearance from the Mines and Geosciences Bureau (MGB) on the readiness/sustainability for school building construction of the relocation site
    - i. Legal Officer to prepare and send letter-request to MGB
    - ii. School Heads and Education Facilities Section to secure permission from PMA officials for the conduct of inspection of MGB once the latter sets the schedule, and to assist MGB during the inspection
  - e. The Regional Director's comments and recommendations pertaining to the relocation of the 2 schools and if the funding for the construction of school buildings in the relocation sites is sufficient to accommodate the students of said schools
    - i. Legal Officer to coordinate with the Legal Unit of the Regional Office for the copy of the RD's relevant comments and recommendations



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5. The Public Schools District Supervisor concerned shall monitor compliance of the schools to the abovementioned requirements.
6. Any changes in school administration or district supervision will not render this Memorandum ineffectual.
7. For strict compliance.

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