



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose del Monte

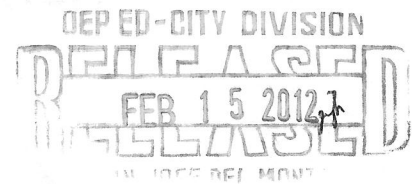


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February 15, 2012

**DIVISION MEMORANDUM**

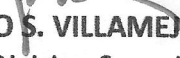
No. 41 s. 2012



**SUBMISSION OF REQUIREMENTS FOR TITLING OF SCHOOL LOTS**

**To: District Supervisors  
All Concerned Secondary and Elementary School Principals/OICs**

1. In line with the Division's continuing efforts to make all school lots named after the School or the DepED, the following documentation requirements are requested to be submitted immediately:
  - a. Old TCT from mother title
  - b. Receipt of tax payment or tax declaration receipt
  - c. Tax clearance certificates
  - d. Receipt of donor's tax return
  - e. Deed of donation and Acceptance
2. Early compliance to these documentary requirements would help resolve problems emanating from the lack of title and would facilitate fast tracking of an otherwise tedious titling process.
3. Attached is the List of Schools without Transfer of Certificates of Title (TCT).
4. For immediate dissemination and strict compliance.

  
**DR. AMANCIO S. VILLAMEJOR JR., CESO IV**  
Schools Division Superintendent



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**LIST OF SCHOOLS WITHOUT  
TRANSFER CERTIFICATE OF TITLE (TCT)**

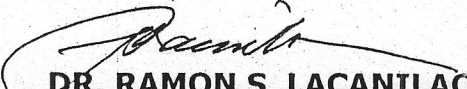
1. **Sto. Cristo ES**
  2. **Sapang Palay Proper ES**
  3. **Minuyan ES**
  4. **Ricafort ES**
  5. **Kaypian ES**
  6. **Towerville ES**
- 

1. **Kakawate HS**
  2. **Muzon HS**
  3. **Paradise Farms HS**
  4. **Kakawate ES**
  5. **Paradise Farms CS**
  6. **Francisco Homes ES**
  7. **Tungkong Mangga ES**
  8. **Gaya-Gaya ES**
- 

1. **San Manuel ES**
  2. **Bagong Buhay F ES**
  3. **San Roque ES**
  4. **Towerville ES**
  5. **San Isidro ES**
  6. **Graceville HS**
- 

1. **Dulong Bayan ES**
2. **Graceville ES**
3. **Gumaok ES**
4. **Muzon Pabahay ES**

Prepared by:

  
**DR. RAMON S. LACANILAO**  
ES I – TLE/EPP