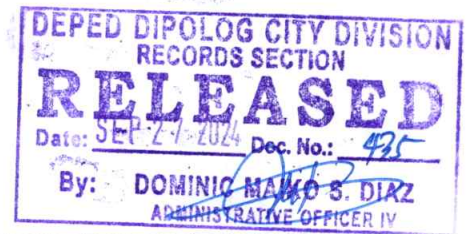




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



September 27, 2024

**DIVISION MEMORANDUM**

No. 435 s. 2024

**SUBMISSION OF THE ORIGINAL COPIES OF OWNER'S  
DUPLICATE OF CERTIFICATES OF TITLE AND SPECIAL  
PATENTS OF PUBLIC-SCHOOL SITES**

**To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
All Others Concerned**

1. The Sites Titling Office (STO) under the Office of the Undersecretary for Legal and Legislative Affairs is requesting for the turnover of the original copies of manually-issued certificates of title, including original copies of special patents issued to public school sites, in preparation for the conversion of these manually-issued certificates into an e-Title of the Title Upgrade Program under the Land Titling Computerized Project.
2. The e-Titling is aimed at ensuring the safety and protection of the ownership titles of DepEd real properties, and eliminating threats associated with manual copies.
3. For this reason, this Office requests the submission of all original copies of certificates of title issued in favor of the school to the Office of the Legal Officer **on or before September 30, 2024.**
4. For any clarification, you may contact Atty. Ma. Cecille S. Bastasa-Tanaga via email address: [macecille.bastasa@deped.gov.ph](mailto:macecille.bastasa@deped.gov.ph).
5. For information and strict compliance.

**MA. LIZA R. TABILON, EdD, CESO V**  
Schools Division Superintendent



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