



FEB 18 2010

**DepEd MEMORANDUM**

No. **71** s. 2010

To: Undersecretaries  
Assistant Secretaries  
Bureau/Centers/Service/Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

**UPDATING OF SCHOOL SITES DATA BASE AND  
COMPLETION OF DOCUMENTATION REQUIREMENTS FOR TITLING**

1. In line with the Department's continuing efforts to update its school sites database preparatory to its invigorated efforts to fast track titling to its school sites and other real properties, Division Superintendents and School Principals/Head Teacher-in-Charge/Teacher-in-Charge of DepEd schools are hereby directed to accomplish in detail the attached Task Force on School Sites (TFSS) Data Forms and secure the originals and clear photocopies of the documents pertaining to their respective school sites.
2. School Principals/Head Teacher-in-Charge/Teacher-in-Charge/In-Charge of Schools Physical Facilities of DepEd schools are to submit the accomplished TFSS Data Form 1 and supporting documents to their respective Division Offices not later than March 10, 2010. Division Superintendents are to accomplish the TFSS Data Form 2 not later than March 15, 2010.
3. The accomplished TFSS Data Forms are to be encoded electronically and copied in CD in the Division Offices. Electronic (soft) copies of the TFSS Data Forms are to be sent to the Regional Offices (for their School Sites Database) and the Office of Assistant Secretary, Task Force on School Sites, Emilio B. Abelita, III, DepEd Complex, Meralco Avenue, Pasig City.
4. On the other hand, the documents pertaining to the school sites are to be submitted to the Regional Offices after which the Regional Directors are to submit the same to Office of the Task Force on School Sites, DepEd Complex, Meralco Avenue, Pasig City for processing.
5. For strict compliance and immediate dissemination to all concerned.

  
**JESLI A. LAPUS**  
Secretary

Encls.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

~~DATA~~  
~~SITES~~  
~~REPORTS~~

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 DepEd Complex, Meralco Ave., Pasig City

**TASK FORCE ON SCHOOL SITES  
 SUMMARY OF SCHOOL SITES**

REGION \_\_\_\_\_  
 DIVISION \_\_\_\_\_

	Name of School	Municipality	Put an X mark in the appropriate column											
			Deed of Donation		Deed of Sale		Tax Declaration		T C T		Other Pertinent Docs. (Specify)			
			w/ original doc.	photocopy only	w/ original doc.	photocopy only	w/ original doc.	photocopy only	w/ original doc.	photocopy only	w/ original doc.	photocopy only	w/ original doc.	photocopy only
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

\* To be accomplished by the Division Superintendent  
 Prepared by:

Certified Correct:  
 Schools Division Superintendent

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
DepED Complex, Meralco Avenue, Pasig City

**TASK FORCE ON SCHOOL SITES**  
**SCHOOL SITE PROFILE**

REGION \_\_\_\_\_  
DIVISION \_\_\_\_\_

NAME OF SCHOOL : \_\_\_\_\_  
LOCATION : \_\_\_\_\_  
NAME OF PRINCIPAL: \_\_\_\_\_

Available documents:	w/ orig. docs	photocopy
<input type="checkbox"/> Deed of Donation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Deed of Sale	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tax Declaration	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Transfer Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Usufruct Agreement	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Presidential Proclamation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Others _____	<input type="checkbox"/>	<input type="checkbox"/>

1. If the original copy of the foregoing documents are not in your possession, who is in possession of the original copy of the document? (Please explain in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are there other persons/entities using or claiming title to the whole area or a portion of the school site? (Please indicate the names and details of their occupancy)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you have any problems/suggestions regarding your school site? (Please explain in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* To be accomplished by School Principal  
Prepared by:

Certified Correct:  
  
School Principal