



May 7, 2019

To: Heads of Public Elementary and Secondary Schools

This has reference to the MEMORANDUM dated March 27, 2019 signed by Atty. JOSEPHINE G. MARIBOJOC, Assistant Secretary, OIC-Office of the Undersecretary Legal Affairs, addressed to Regional Director calling attention of Schools Division Superintendents, received by the office of the undersigned only last April 24, 2019, directing submission of the list of identified lands owned by DepEd devoted to or suitable for agriculture no longer actually, directly and exclusively used or necessary for the purpose for which they have been reserved or acquired.

In view thereof, you are hereby directed to submit to this Office copies of school documents pertaining to ownership/valid claim of the school lot/s where you are serving as School Head, be it titled or untitled, and the corresponding tax declaration/s covering the said school lot/s (*not buildings*) not later than May 15, 2019 .

Please be guided accordingly.

Very truly yours,

ZENIA G. MOSTOLES, Ed. D., CESO V
Schools Division Superintendent

DIVISION LETTER
No. 073, s. 2019



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