



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS – 2025 – 028

To : Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

Subject : **Turnover of School Site Titling Documents to the Current School Head of the Respective Schools**

Date : October 14, 2025

This serves as a formal reminder to all School Heads who are still in possession of land or property titling documents from their previously assigned schools. Kindly ensure that all such documents are turned over to the current School Head of the respective school.

You are advised to comply with the turnover on or before November 14, 2025. Use the prescribed turnover checklist (Annex A) and letter template (Annex B) as attached herewith for submission to the Legal Section of the Division Office.

Your cooperation is vital in maintaining accurate records and ensuring a smooth transition of responsibilities.


DR. JOSEPHINE L. FADUL
Schools Division Superintendent

As stated: LS/jcb



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Annex A: **TURNOVER DOCUMENTATION CHECKLIST**

School Name: _____

Location: _____

Date of Turnover: _____

Outgoing School Head: _____

Current/Incoming School Head: _____

Legal and Ownership Documents

☐	Original or Certified True Copy of Land Title (TCT/OCT)
☐	Deed of Donation / Sale / Transfer
☐	Latest Tax Declaration
☐	Survey Plan / Lot Plan with Technical Description
☐	Approved Site Development Plan (if applicable)
☐	Certificate of Ancestral Domain Title (CADT), if applicable

Government and Regulatory Documents

☐	Barangay Clearance
☐	Zoning Clearance
☐	Environmental Compliance Certificate (ECC), if applicable
☐	Building Permit and Occupancy Permit
☐	Certification from LGU or DENR

Supporting Documents

☐	Historical Records of Land Acquisition
☐	Minutes of Meetings / Resolutions
☐	Correspondence with Government Agencies
☐	Site Photos and Boundary Markers
☐	Affidavits / Sworn Statements

Submission Confirmation

☐	Signed Acknowledgment Receipt by Incoming School Head
☐	Copy Submitted to Legal Section of the Division Office

Annex B:

TURNOVER OF SCHOOL SITE TITLING DOCUMENTS

I, **[Name of Outgoing School Head]**, formerly assigned to **[School Name]**, hereby formally turn over the following titling-related documents to **[Name of Current/Incoming School Head]**, the current School Head of the said school:

List of Documents Turned Over:

-
-
-
-
-
-
-
-
-
-
-

This turnover is made on [Date], in compliance with the Division Memorandum dated [Insert Date of Memo], to ensure proper documentation and facilitate legal processes related to school site titling.

Signature of Outgoing School Head

Name: _____

Date: _____

Signature of Current/Incoming School Head

Name: _____

Date: _____

Witnessed by:

Name: _____

Position: _____

Date: _____