



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
**SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ**

January 27, 2026

**SCHOOLS DIVISION MEMORANDUM**

No. 043, s. 2026

**REAL PROPERTY VERIFICATION AND TITLING**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The School Site currently occupied as our School is not registered in the name of the Department of Education.
2. The Office of the Schools Division Superintendent instructs the Legal Office to review, study and recommend appropriate measures to protect the interest of the Department over the school sites.
3. School Heads are requested to provide a copy of pertinent records or documents regarding the school sites you are currently occupying, including but not limited to Titles, Tax Declarations, Deed of Sale, Deed of Donation, tax Declarations, Surveys, Brief history of the school and the likes until February 6.
4. The Legal Officer and/or his staff will proceed to your school sites for interview and site inspection after validation and review of the documents.
5. For questions and clarifications, please communicate with our Legal Assistant I, Emma Leano, through her email address: [emma.leano@deped.gov.ph](mailto:emma.leano@deped.gov.ph) or cellphone number 0985-020-3738.
6. Immediate and widest dissemination of this Memorandum is desired.



**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent ✱

Encl: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

VERIFICATION AND TITLING

Legal/RLCorpuz - real property verification and titling  
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