



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

SGOD-2025- 570

TO: Selected School Heads

Barcelona CS	Guimputlan IS	Ma. Cristina ES	Aliguay IS
Barcelona NHS	Napo ES	Polo ES	Liyang ES
Burgos ES	Oro NHS	Sinonoc ES	San Pedro IS
Bacong ES	Selinog IS	Aseniero NHS	San Vicente ES
Banbanan ES	Taguilon ES	Masidlakon ES	Sulangon NHS
Baylimango NHS	Dapitan City CS	Opao ES	DC SPED Center
Carang ES	DC Experimental ES	Potungan NHS	Dampalan SS
Dakak NHS	Dapitan City NHS	San Francisco ES	Sigayan SS
Daro ES	Lawaan ES	Sigayan ES	

FROM: JAY S. MONTEALTO, EdD, JD, CESO VI
Schools Division Superintendent

DATE: 02 September 2025

SUBJECT: SUBMISSION OF TAX DECLARATION DOCUMENTS FOR SCHOOL SITES AND EXISTING BUILDINGS

In line with the ongoing efforts of the Department of Education - Central Office through the Sites Titling Office (STO) to facilitate the survey and titling of public school sites, all concerned school heads are hereby directed to **submit a copy of the Tax Declaration of their respective school sites and existing buildings within their premises.**

These documents may be requested from the City Assessor's Office for a minimal fee. Once obtained, kindly **submit the copies to the School Governance and Operations Division (SGOD) on or before September 8, 2025.** The SGOD will endorse the collected documents to the Contract of Service (COS) Personnel assigned by the Sites Titling Office for further processing.

Your cooperation in this matter is highly appreciated to ensure the timely and successful implementation of the school site titling initiative.

For any inquiries or assistance, please contact the SGOD office.

Thank you.



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Department of Education
Division of Dapitan City

RELEASED

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TIME 9:47 BY [Signature]