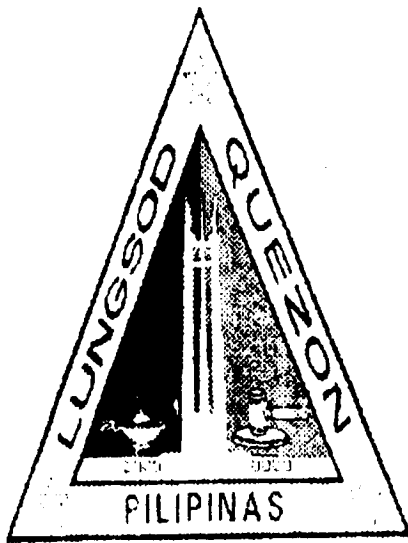




Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY

Misamis St., Bago Bantay, Quezon City, Metro Manila



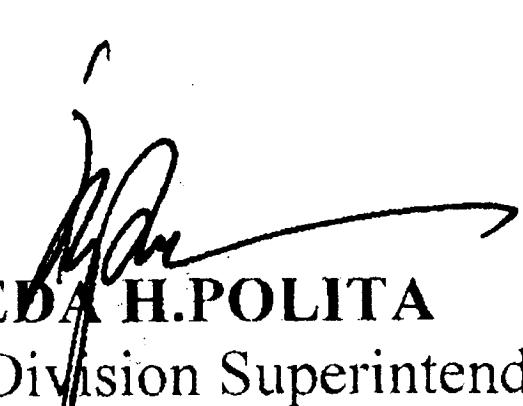
September 10, 2009

MEMORANDUM

To: Asst. Schools Division Superintendents
Division/District Supervisors
Division Physical Facilities Coordinator
Elementary/Secondary School Principals
Head Teachers/Teachers In-Charge

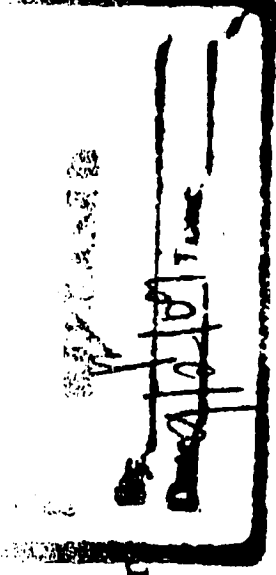
**SUBJECT: CONDUCT OF INSPECTION AND SURVEY OF PUBLIC SCHOOL SITES
BY THE DEPARTMENT OF NATURAL RESOURCES**

1. Attached is the Memorandum from the Director IV, DepED-NCR, dated September 2, 2009, entitled "*Conduct of Inspection and Survey of Public School Sites by the Department of Natural Resources (DENR)*" the contents of which are self-explanatory.
2. Particular attention is invited to 2nd paragraph of the said Memorandum.
3. Immediate dissemination and compliance of this Memorandum is desired.


MELEDA H. POLITA
Asst. Schools Division Superintendent
Officer In-Charge

REGIONAL OFFICE - PUNONG REGION
(NATIONAL CAPITAL REGION)

Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



Inggapang ng Katulong na Kalihim
Office of the Undersecretary

Direct Line: (032) 633-72-05
Telex: (032) 633-77-58
Email: lsunod@dsed.gov.ph
Website: <http://www.dsed.gov.ph>

MEMORANDUM

FROM : The Director IV
TO : Schools Division Superintendents
ATTENTION : Division Physical Facilities Coordinators
Principals/School Heads
SUBJECT : Conduct of Inspection and Survey of Public School
Sites by the Department of Natural Resources (DENR)
DATE : September 2, 2009

MEMORANDUM

FOR : Regional Directors
Schools Division Superintendents
Principals/School Heads
SUBJECT : CONDUCT OF INSPECTION AND SURVEY OF
PUBLIC SCHOOL SITES BY THE DEPARTMENT OF
ENVIRONMENT AND NATURAL RESOURCES (DENR)
DATE : August 18, 2009

- For the information and guidance of all concerned, enclosed is Unnumbered Memorandum date August 18, 2009 entitled: "*Conduct of Inspection and Survey of Public School Sites by the Department of Natural Resources (DENR)*", the contents of which are self-explanatory.
- Please prepare the necessary technical requirements:
 - Presidential Proclamation;
 - Approved Survey Plan;
 - Deed of Donation;
 - School Development Plan;
 - History of the School including the present student population and school staff;
 - Picture of the school; and
 - Land Title
- For information and strict compliance.

In line with the program of the Department of Education for establishing ownership of real properties occupied by public elementary and secondary schools nationwide, please provide necessary assistance to the Survey and Titling Team of the DENR Lands Management Services on the conduct of surveys, researches, ground verifications, preparation of maps and technical descriptions of school sites to facilitate the eventual issuance of presidential proclamations reserving the school sites exclusively for educational purposes.

For strict compliance.

ATTY. FRANKLIN C. SUNJA
Undersecretary

RVG/SSTU/FCS

TERESITA G. DOMALANTA, CESO III
Director IV