



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 284, s. 2025

02 MAY 2025

**REQUEST FOR SCANNED COPY OF NON-SCHOOL PROPERTIES
DOCUMENTS**

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

1. Regional Memorandum No. 528, s. 2025 has requested the submission of scanned copies of documents pertaining to non-school properties.
2. In compliance with this directive, all concerned are requested to upload scanned copies of related documents held by the school for compilation. These may include, but are not limited to, the following:
 - Land Title (Deed of Donation, Proclamation, etc.)
 - Survey Plan
 - Site Development Plan.
3. Documents may be uploaded directly through the following link:
<https://tinyurl.com/Land-Tax-Declarations>.
4. For information and compliance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: RM No. 528, s. 2025

Reference:

To be included in the Perpetual Index
Under the following subject:

School Site	Tax Declarations
Documentation	Non-School Properties

GVD/Legal-School Site Documents 250035
2506085/ April 30, 2025

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent