



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 633, S. 2022

TO : SCHOOL PRINCIPALS/SCHOOL HEADS of the ff. schools:
a. Kapuso Village Integrated School
b. Guadalupe Integrated School
c. Greendale Residences Integrated School
d. Ridgeview Park Integrated School
e. St. Francis Elementary School
f. North Hill Arbours Integrated School
g. New Hope Elementary School

PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL OTHERS CONCERNED

FROM : **MARIZA S. MAGAN, Ed.D., CESO V**
Schools Division Superintendent

DATE : December 12, 2022

SUBJECT : **SUBMISSION OF SCHOOL'S STRATEGIC PLAN AND
SUPPORTING DOCUMENTS FOR THE REQUESTED USUFRUCT
AGREEMENT**

1. Pursuant to our request before the City Government of Tacloban to enter into a usufruct agreement with the DepEd Schools Division of Tacloban City for various schools, the Office of the City Mayor advised each of the requesting schools to submit a Strategic Plan to the Local School Board of Tacloban City. Accordingly, this is to streamline the process of requesting usufruct agreements for the school sites.
2. In connection thereof, the following schools are directed to submit the following to the DepEd Schools Division of Tacloban City-Legal Unit on or before December 16, 2022;
 - a. Strategic Plan (should cover 10 years or longer)
 - b. School Profile



Real St., Tacloban City
sdotaclobancity@deped.gov.ph



RELEASED

Date: 12-12-22
Time: 4:40
Signature: _____



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

- c. **Site Development Plan or School Infrastructure Development Plan** (showing the present infrastructure status of the school site and the proposed/future infrastructure project of the school)
 - d. needed funding, if any
 - e. other supporting documents such as letter of support from GPTA and Barangay stakeholders
3. Immediate dissemination and compliance with this Memorandum are desired.

