



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

February 02, 2023

**DIVISION MEMORANDUM**

No. 051, s. 2023

**SUBMISSION OF SCHOOL'S STRATEGIC PLAN AND SUPPORTING DOCUMENTS**

TO: **SCHOOL PRINCIPAL/SCHOOL HEADS**

1. City Central School
2. Leyte National High School
3. RTR ES
4. Sto. Niño Senior High School
5. Sto. Niño SPED Center
6. Tacloban City Night High School

**PUBLIC SCHOOLS DISTRICT SUPERVISORS**

**ALL OTHER CONCERNED**

1. This office aims to safeguard the interest of the schools against claims and reconveyance suits concerning its school sites. Likewise, we pursue initiatives to secure documentary proofs of ownership/possession of our school sites.
2. Based on records available, some of our school sites seemed to occupy lands declared or registered under the name of the **Leyte Provincial Government**.
3. Under DO 57, s. 1995 titled "School Site Acquisition and Documentation for All Public Elementary and Secondary Schools", in case the property is registered in the name of an individual, municipality or city but is not allowed to be donated, but DepEd is allowed full use or perpetual right of use through gratuitous act, a Contract of Usufruct may be entered. Moreover, absolute donation of land may also be executed.
4. Relative thereto, we will be requesting the Leyte Provincial Government to donate the aforementioned lands or to enter into a usufruct agreement with the Department of Education Schools Division of Tacloban City.
5. Pursuant to this effort and to support our request, the Principal/School Heads of the concerned schools shall submit the following to the DepEd Schools Division of Tacloban City-Legal Unit **on or before February 10, 2023**:



Brgy. 54, Real Street Tacloban City  
Telephone No.: 053-832-2904  
Email Address: [sdotaclobanacity@gmail.com](mailto:sdotaclobanacity@gmail.com)

- a. Strategic Plan (should cover 10 years or longer)
- b. School Profile
- 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

6. Immediate dissemination and compliance with this Memorandum are desired.

  
**MARIZA S. MAGAN, E.D., CESO V**  
*Schools Division Superintendent*

  
**RELEASED**  
Date: 8/2/23  
Time: 10:59  
Signature: 