



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

DIVISION MEMORANDUM
No. 413, s. 2023

FOR : PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : JUDELLA R. LUMPAS, E.D., CESO VI
Schools Division Superintendent

SUBJECT : SUBMISSION OF CERTIFIED TRUE COPIES OF TAX
DECLARATIONS OF SCHOOL SITES

DATE : JULY 19, 2023

1. This is in reference to the efforts of this Division to safeguard the interest of the public schools against claims and reconveyance suits concerning our school sites. Likewise, this Division aims to secure school site documentary ownership/possession requirements necessitated by COA, DPWH, DepEd, NGOs, international organizations, and private donors, before school buildings/projects are constructed.
2. After discussion with the City Assessors Office of Tacloban City, it was recommended that each school will have to secure a certified true copy of the latest tax declaration of their respective school sites from the City Assessors Office of Tacloban.
3. In connection thereof, all school heads are directed to submit a **certified true copy of the latest tax declaration** of their school sites to the DepEd Schools Division of Tacloban City-Legal Unit **on or before August 4, 2023**.
4. Since each school site has different ownership and/or possession rights as well as documentary proofs thereof, school heads are requested to bring all related documents (deeds, photocopies of previous tax declarations, etc.) for practical and easy evaluation before the City Assessors Office of Tacloban.
5. For strict and immediate compliance.



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