



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

12 Mar 2024

DIVISION MEMORANDUM

No. **068**, s. 2024

ADDITIONAL INFORMATION FOR THE SUBMISSION OF DULY
ACCOMPLISHED SCHOOL SITE APPRAISAL FORM

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary Schoolheads

1. Relative to Division Memorandum No. 054, s. 2024 dated February 22, 2024, titled **Submission of Duly Filled Out School Site Appraisal Form**, the Education Facilities Section of the School Governance and Operations Division requests all schools to attach their site ownership documents on their respective School Site Appraisal Forms and submit the same **on or before March 29, 2024**, to the said office.
2. The documents to be attached to the site appraisal form are as follows:
 - a. Deed of Donation/Transfer Certificate of Title/Memorandum of Agreement/Certificate of Usufruct/Presidential Decree/Proclamation
 - b. Tax Declaration
 - c. Other supporting documents
3. For the template of the site appraisal form, please refer to the enclosure of the above-cited memorandum.
4. For inquiries, contact Engr. Edgar S. Devera at 09209824063.
5. For the information, guidance, and appropriate action of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

FORMS REPORTS

ESD/SGOD-EFS/MLA – additional information for the submission of duly accomplished school site appraisal form
0316/March 12, 2024