



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

---

February 3, 2025

**DIVISIONAL MEMORANDUM**  
No. 040 s. 2025

**SUBMISSION OF TAX DECLARATION OF REAL PROPERTY OF SCHOOL SITE**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Elementary and Secondary School Heads  
*This Division*

1. In line with the ongoing efforts to secure school sites and ensure compliance with land ownership documentation, this Office hereby directs all School Heads to secure the latest certified true copy of Tax Declaration of Real Property for their respective school sites from the City Assessor's Office and submit the same on or before February 21, 2025.
2. This document is a vital requirement in the processing of land title and special patent of school sites.
3. For further clarifications, coordinate with Eric Paul M. Catulong, Division Engineer, through mobile number at 0939-903-7680.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**NIMFA R. LAGO, PhD, CESO VI**

Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: deped1miz@gmail.com

