



March 12, 2018

ADVISORY

To : Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Elem. and Secondary
All Others Concerned

1. In view of the on going Division Decentralized Orientation on School Site Titling and Brigada Eskwela per Division Memorandum no. 84 series 2018, the schedule for 5th congressional district is hereby adjusted to March 14, 2018, same time and venue because the speaker from the Regional Office is not available on Friday, March 16, 2018.

2. Relatively, all school heads are required to submit to the EFS/SGOD office after the orientation but not later than march 28, 2018 copies of documents of school site with color-coded folder as follows:

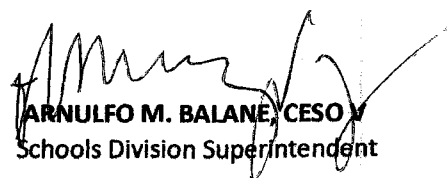
District	Color
1	GREEN
2	ORANGE
3	RED
4	BLUE
5	YELLOW

3. School site documents shall be in 3 sets (3 folders) with summary/ listing of submitted documents with one original and 2 clear certified photocopies by the record section of the Division office as follows:

- Copy 1 – clear, certified photocopy - SGOD file
- 2 – clear, certified photocopy - Dep. ED-ROV
- 3 – Original copy - School File (to be returned to school after the review)

4. All submitted documents will be evaluated by the EFS/ SGOD to determine its completeness for site titling which can either be through *SPECIAL PATENT OR THE REGULAR MODE* of titling with LRA thru DENR.

For widest dissemination and compliance.


ARNULFO M. BALANE, CESO V
Schools Division Superintendent