



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

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**29 Aug 2025**

**DIVISION MEMORANDUM**

OSDS-2025-125

SUBMISSION OF ORIGINAL OWNER'S DUPLICATE COPY OF OCT/TCT

To: Public Elementary School Heads concerned  
Public Secondary School Heads concerned  
All others concerned

1. In reference to Division Memorandum OSDS-2025-085, all school heads of schools with titled properties are hereby directed to submit the original owner's duplicate copy of the OCT/TCT.
2. Said documents shall be placed in an expandable long brown envelop to be submitted to this Office through the Legal Unit not later than September 10, 2025.
3. Non-submission of the original owner's duplicate copy of the OCT/TCT shall require the school head concerned to submit a justification letter addressed to the Schools Division Superintendent, clearly stating the reason for non-compliance.
4. Failure to submit either the original duplicate copy of OCT/TCT or justification letter shall be dealt accordingly through administrative action.
5. Attached herewith is the list of schools that failed to submit the above-mentioned documents
6. Should there be any concerns regarding this matter, please contact the Division Legal Officer, Atty. Diana Mae Balanay-Tampe, through [legalunit.sarangani@deped.gov.ph](mailto:legalunit.sarangani@deped.gov.ph).
7. For information and guidance of all concerned.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

FORMS

IMGD/OSDS/MLA – submission of original owner's duplicate copy of oct/tct  
0803/August 29, 2025



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<b>No.</b>	<b>Schools</b>	<b>Municipality</b>
1	Alabel CISC	ALABEL
2	Alabel NHS	ALABEL
3	Alegria NHS	ALABEL
4	FRANCISCO LAIZ CES (Maribulan ES)	ALABEL
5	Cablalan IS	GLAN
6	Tokawal ES	ALABEL
7	Tokawal NHS	ALABEL
8	Calatungan ES	GLAN
9	Calonkambing ES	GLAN
10	E. Alegado IS	GLAN
11	Glan Central Integrated SPED Center	GLAN
12	GLAN PADIDU NHS	GLAN
13	Glan School of Arts and Trades -TechVoc	GLAN
14	Leonard Young Sr. NHS	GLAN
15	Pangyan NHS	GLAN
16	Prudencio Mariano IS	GLAN
17	Edro Malayo ES	KIAMBA
18	JBT Caing Sr. Memorial Integrated School	KIAMBA
19	M. Qiuanto ES	KIAMBA
20	Salakit NHS	KIAMBA
21	IRENEO E. LOPEZ ES	MAASIM
22	Maasim CES	MAASIM
23	Kipalkuda ES	MAITUM
24	Linao ES	MAITUM
25	Maguling NHS	MAITUM
26	Perret CES	MAITUM
27	Reganit ES	MAITUM
28	Sison ES	MAITUM
29	Virginia Tanedo Garcia ES	MAITUM
30	Wali IS	MAITUM
31	Malapatan CES	MALAPATAN
32	Malapatan NHS	MALAPATAN



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33	Banate CES	MALUNGON
34	Banate NHS	MALUNGON
35	Bangkal Integrated School	MALUNGON
36	JP LAUREL IS	MALUNGON
37	Malalag Cogon ES	MALUNGON
38	Malalag Cogon NHS	MALUNGON
39	Malandag CES	MALUNGON
40	Malandag NHS	MALUNGON
41	Malungon Central Elementary School SPED Center	MALUNGON
42	Malungon National High School	MALUNGON
43	Panamin IS	MALUNGON
44	Hadji Musa IS	Glan