



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



Reference Number: RU-2026-048

Office of the Schools Division Superintendent

September 28, 2026

DIVISION MEMORANDUM

No. 434 2026

DOWNLOADING OF FUNDS FOR SCHOOL SITE TITLING

To: All Concerned Elementary School Heads

1. Please be informed that funds will be downloaded to the concerned schools to support the processing of their respective school site titles, as follows:

NAME OF SCHOOL	AMOUNT
New Balbalan Elementary School	15,000.00
Bayabat Elementary School	15,000.00
Bulo West Elementary School	15,000.00
Hilltop Elementary School	10,000.00
Gradual Discovery Elementary School	20,000.00
San Pablo Integrated School	8,100.00

2. The said funds shall be utilized solely for the processing of the school site titles of the above-mentioned schools and shall be fully utilized until December 31, 2027.
3. The concerned School Heads are hereby directed to ensure the proper utilization of the funds and the submission of the necessary supporting documents and liquidation reports in accordance with existing accounting, budgeting, and auditing rules and regulations.
4. For information, guidance, and appropriate action.

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent

