

REGIONAL MEMORANDUM
No. 0326 , s. 2025

To: Schools Division Superintendents
All Others Concerned

**COMPLETION OF THE LIST OF NON-SCHOOL PROPERTY AND
THE NATIONAL ASSET REGISTRY (NARS) TEMPLATE**

1. In reference to the Memorandum dated February 20, 2025 regarding the Request for the List of Non-School Property and Memorandum OUA-OUT-081123-A2-1 on the Request to Accomplish the National Asset Registry System (NARS) Template, all Supply Officers, Accountants, Engineers, and Legal Officers are hereby directed to provide details of the Regional and Division land and office building using the template provided through <https://tinyurl.com/R13NARSNonSchool>.
2. Additionally, the Regional Office and the Schools Division Offices must submit complete staff work (must contain at least: background/history, issues/concerns, and recommendations) about the identified non-school property along with the following documents:
 - A. Proclamation reserving the property, if applicable
 - B. Transfer Certificate Title
 - C. Survey/s of the property
 - D. Deed of Donation/Deed of Conveyance, if applicable
 - E. Memorandum of Agreement, if applicable
 - F. Real Property Tax Declaration of the building/s
 - G. Real Property Tax Declaration of the lot/s
 - H. Land Use Plan/Site Development Plan
 - I. Other relevant documents related to the property
3. All scanned documents in PDF format must be uploaded to corresponding folders in the link, <https://tinyurl.com/R13NARSNonSchoolDocs>. Deadline for the completion of list and documentation required is on March 28, 2025
4. Immediate dissemination of this Memorandum is highly desired.


MARIA INES C. ASUNCION

Director IV
Regional Director

Encl: None

Reference: OUA-OUT-081123-A2-1

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

ASSET DATA INVENTORY RECORDS

ASD/zfb
03/21/2025