



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

MEMORANDUM No. 101 s. 2023

To: **ALL PUBLIC SCHOOL HEADS**
This Division

From: **FELIX ROMY A. TRIAMBULO, CESO V**
Schools Division Superintendent

Subject: **SUBMISSION OF SCHOOL SITE DOCUMENTS**

Date: 28 February 2023

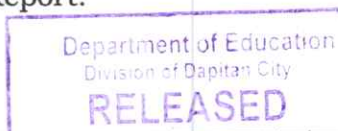
In connection with the Unnumbered Memorandum from the Undersecretary for Legal and Legislative Affairs re: **Surveying, Titling of School Sites, and Registration of Special Patents in the Registry of Deeds**, all public schools are directed to **submit scanned copies of all available / on-hand documents pertaining to school site** such as, but not limited to the following:

- Original Certificate of Title (OCT)
- Transfer Certificate of Title (TCT)
- Certificate of Land Ownership Award (CLOA)
- Special Patent
- Presidential Proclamation
- Tax Declaration
- Deed of Absolute Sale
- Deed of Donation
- Certificate of Stewardship
- Special Land Use Permit (SLUP)
- Contract of Usufruct
- Memorandum of Agreement or Understanding
- Lease Agreement
- Special Forest Land Use Agreement (FLAG)
- All other documents related to school site (including adverse claims / disputes)

All applicable documents must be uploaded online **on or before March 10, 2023** in **PDF (portable document file) format** via: bit.ly/dap-school-site-docs.

The submitted documents will be used in preparation for the downloading of funds for surveying, titling of school sites, and registration of approved Special Patents. It will also be utilized in the validation of Basic Education Information System (BEIS) Data Gathering Forms, specifically on School Site Report.

For immediate and strict compliance.



NO. 01 DATE 3/2/23
TIME 2:54 BY [Signature]



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitan.net



dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

RECORDS SECTION, REGIONAL OFFICE NO. IX
942

February 15, 2023

15 FEB 2023

Regional Memorandum

No. 74 s. 2023

Department of Education
Division of Davao City
RECEIVED
NO: 28 DATE: 2/17/23
TIME: 2:46

TO:

ALL SCHOOLS DIVISION SUPERINTENDENTS
Attention: Site Titling Focal Persons

Surveying, Titling of School Sites, and Registration of
Special Patents in the Registry of Deed

1. Given the appended Memorandum dated February 09, 2023, from Jose Arturo C. De Castro, J.D. LL.M. J.S.D., Undersecretary for Legal Affairs, and Amanda Marie F. Nograles, J.D., Assistant Secretary for Legal Affairs, DepEd Central Office, which Memorandum was referred to your division through email as advanced copy, reiterating the same, **in preparation for the downloading of funds for surveying, titling of school sites, and registration of approved Special Patents and in order to determine the amount that will be downloaded to SDOs**, you are directed to submit the request for funds through this Office to LLA **on or before March 15, 2023**.
2. Further directed **to conduct an inventory of public elementary and secondary school sites within its area of jurisdiction needing surveying and titling, including school sites with approved Special Patents transmitted to Registry of Deeds (RoD) for registration**. Likewise, contained in paragraph 3 of the said memorandum, you are to consider the things to do prior to the submission of the fund request.
3. Please take notice of the other indispensable information on this matter, as details are stated in the enclosed memorandum.
4. For guidance and compliance.


DR. RUTH L. FUENTES, CESO IV
Regional Director

Encl: as stated





Republic of the Philippines
Department of Education
Legal and Legislative Affairs

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : *[Signature]*
JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.
Undersecretary for Legal and Legislative Affairs
[Signature]
AMANDA MARIE F. NOGRALES, J.D.
Assistant Secretary for Legal and Legislative Affairs *[Signature]*

SUBJECT : SURVEYING, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS IN THE REGISTRY OF DEEDS

DATE : FEB 09 2023

To support the efforts of the DepEd field offices in securing absolute ownership of untitled school sites, the Legal and Legislative Affairs (LLA), through the Sites Titling Office (STO), will be providing financial assistance to Schools Division Offices (SDOs) with school sites needing funds for survey and titling.

In preparation for the downloading of funds for surveying, titling of school sites, and registration of approved Special Patents, and in order to determine the amount that will be downloaded to SDOs, the request for funds must be submitted by SDOs through their respective Regional Offices (ROs) to LLA **on or before March 15, 2023.**

The SDOs are reminded that their respective requests should be ready for implementation this year taking into consideration the validity of the funds to be downloaded. Thus, the SDOs, with the assistance of the school heads, are directed to conduct an inventory of public elementary and secondary school sites within its area of jurisdiction needing surveying and titling, including school sites with approved Special Patents transmitted to the Registry of Deeds (RoD) for registration. The SDOs, with the assistance of the concerned school heads, are advised to do the following prior to submission of the fund requests:

1. Identify school sites needing segregation/subdivision survey and titling with complete documents;
2. Coordinate with the concerned RoD to identify the requirements and the cost for the transfer of title to determine the amount for transfer of title as basis for the request for funds;


3. Coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to determine the requirements and the cost for the conduct of survey of the concerned school sites. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire the cost of the survey in their area as basis for the amount to be requested for surveying; and
4. Coordinate with the DENR-Provincial Environment and Natural Resources Office (PENRO) for the list of approved Special Patents issued to public school sites that have been transmitted to RoD for registration. Likewise, confirm with DENR-PENRO, the said list together with a request on the corresponding amount to be paid for registration.

The funds to be requested by the SDOs should cover the costs for titling, surveying, registration of approved Special Patents, and incidental expenses such as transportation expenses. The fund request shall be supported by a Complete Staff Work with basis of the amount being requested.

Attached hereto is the template to be used by ROs and SDOs in the submission of its respective fund requests for survey and titling of school sites, and registration of approved Special Patents transmitted to RoD.

For any clarification, please contact Mr. Sobair Bato of the Sites Titling Office at the following contact details: (02) 8637-3743 and sto@deped.gov.ph

For information and guidance.



FUND REQUEST FOR FY 2023
 (Survey and Titling of School Sites and Registration of Special Patents)

Region: _____
 Division: _____

Name of School	Estimated Amount For		Registration of Special Patents	TOTAL
	Survey	Titling/Transfer of Title		

Prepared by: _____

Approved by: _____

Signature over Printed Name and Designation

 Schools Division Superintendent

