



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
NO. 518, s. 2024

To: **All Public School Heads**
School Property Custodians / Records In-Charge

Subject: **SUBMISSION OF ORIGINAL OWNER'S DUPLICATE OF CERTIFICATES OF TITLE AND SPECIAL PATENTS FOR SCHOOL SITES**

Date: October 7, 2024



In compliance with Memorandum No. OULLA-2024-1317 from the Office of the Undersecretary for Legal and Legislative Affairs regarding the **e-Titling Project** where manually issued certificates of title are converted into e-Title, **all schools who still have original owner's duplicate of certificates of title and special patents for school sites are hereby required to submit the original documents to the Schools Division Office for turn-over to the Sites Titling Office (STO) of DepEd Central Office.**

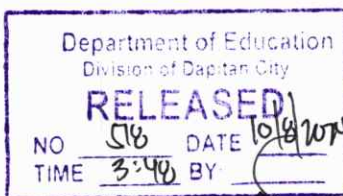
All submissions must be forwarded to the Records Section on or before **October 14, 2024** to avoid any delay in the transmission of documents to the STO, Central Office.

We appreciate your cooperation in ensuring that all legal documents are properly safeguarded. Should you have any questions, please contact the Records Officer or the School Governance and Operations Division.

Thank you for your immediate attention to this matter.

For the Schools Division Superintendent:


AURELIO A. SANTISAS, CESE
OIC-Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent 



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2024- 1317

TO : REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : ATTY. OMAR V. ROMERO
Undersecretary for Legal and Legislative Affairs

ATTY. CHRISTIAN E. RIVERO
Director IV
Supervising Director, Sites Titling Office

SUBJECT : INVENTORY OF ORIGINAL COPIES OF OWNER'S DUPLICATE OF CERTIFICATES OF TITLE AND SPECIAL PATENTS OF PUBLIC SCHOOL SITES

DATE : SEP 13 2024

This pertains to the upcoming project of the Department of Education (DepEd) through the Sites Titling Office (STO) under the Office of the Undersecretary for Legal and Legislative Affairs, with the Land Registration Authority (LRA) for the conversion of manually-issued certificates of title into e-Title of the Title Upgrade Program under the Land Titling Computerization Project (LTCP) of the LRA.

The e-Titling of manually issued certificates of title is aimed at ensuring the safety and protection of the ownership titles of DepEd real properties eliminating threats associated with manual copies. This project protects the integrity of ownership documents, making them less susceptible to tampering or fraud and it also promotes transparency and helps prevent disputes or fraudulent transactions.

During STO's meeting with the LRA, their requirement for this project is the turnover of the original copies of manually-issued certificates of title, including original copies of special patents issued to public school sites. For this reason, and in preparation of the implementation of the project, this Office requests the inventory of all original copies of certificates of title issued to public school sites and submit the same to this Office for consolidation on or before October 15, 2024.



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(cc: OSEC, OUPs)

For any clarification, please coordinate with Mr. Fahad B. Balindong of the Sites Titling Office at the following contact details, telephone number: (02) 8637-3743 or at email address: sto@deped.gov.ph.

For information and compliance.

Doc No. 100624