



Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
SCHOOLS DIVISION OF LANA DEL NORTE

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Division Memorandum

No. 104, s. 2023

TO : ALL CONCERNED SCHOOL HEADS

This Division

FROM : EDIBERTO L. OPLENARIA, CESO.V
for: Macasim
Schools Division Superintendent

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

DATE : February 27, 2023

This has reference to Regional Memorandum No. 92, s. 2023 entitled "Survey and Titling of School Sites and Registration of Special Patents in the Registry of Deeds." This Office advises all concerned school heads to submit the said documents on or before **February 28, 2023** to Engr. Nor-janah G. Macasimpan, Physical Facilities Section, Division Office, Pigcarangan, Tubod, Lanao del Norte.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09

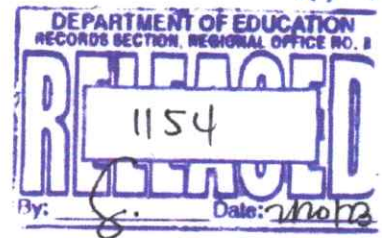


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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



February 15, 2023

REGIONAL MEMORANDUM

No. 92, s. 2023

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

To: Schools Division Superintendents
All Others Concerned

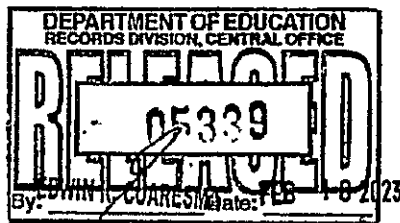
1. Pursuant to the attached Memorandum from the Legal and Legislative Affairs (LLA) through the Sites Titling Office (STO), all Schools Division Offices (SDOs) shall submit their requests for funds for the survey and titling of school sites.
2. All submissions shall use the attached Fund Request Form for FY 2023 and must be appropriately endorsed by the Schools Division Superintendent (SDS) to Dr. Arturo B. Bayocot, CESO III, Regional Director, DepEd Regional Office X, Attention: The Legal Unit.
3. Submissions shall be made on or before February 28, and non-submission shall be construed as a waiver of any need for funding.
4. An online Google Sheet shall also be provided to upload the same data online, which shall only be considered as submitted once the signed endorsement from the SDS shall have been received by the Regional Office (RO).
5. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

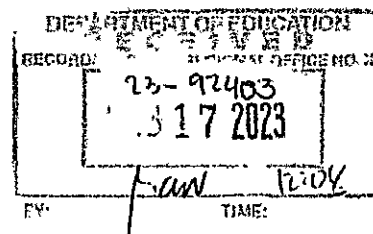
ATCH.: LLA Memorandum February 9, 2023

Legal/RADA

DS # 23-92332




Republic of the Philippines
Department of Education
Legal and Legislative Affairs




MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.
Undersecretary for Legal and Legislative Affairs


AMANDA MARIE F. NOGRALES, J.D.
Assistant Secretary for Legal and Legislative Affairs

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.

(Survey and Titling of School Sites and Registration of Special Patents)

[illegible]

Approved by:

Schools Division Superintendent