




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF LANAOS DEL NORTE**  
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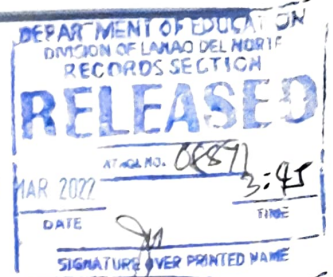
Division Memorandum  
No. 142 s. 2022

TO : Public Elementary and Secondary School Heads  
All Others Concerned

FROM:   
**EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent 3/25/2022

SUBJECT: **SUBMISSION OF REQUESTS FOR FUNDS FOR THE SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS WITH THE REGISTRY OF DEEDS**

DATE: **March 25, 2022**



1. In adherence to the Office of the Assistant Secretary for Legal Affairs, Sites Titling Office Memorandum dated March 15, 2022, this Office advises all schools needing survey and titling, and those school sites with approved special patents by DENR-Provincial Environment and Natural Resources Office (PENRO) that were transmitted to the Register of Deeds (RoD) for registration to undertake the following initial actions before submitting requests:
  - Coordinate with the RoD to find out the requirements and the cost for the transfer of title;
  - Coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If the DENR-CENRO cannot conduct the survey, the schools are advised to inquire from a geodetic engineer on the estimated amount of survey; and
  - Coordinate with the DENR-CENRO for the approved special patents and confirm with the RoD on the corresponding amount to be paid for registration.
2. The funds to be requested by the schools shall cover only the titling and surveying costs, and the fees to be paid for the registration of approved special patents. These excludes all other incidental expenses.
3. Attached herewith as Annex "A" is the template to be used by schools in the submission of their respective requests for funds allocation for the survey, titling of school sites, and registration of special patents. **Deadline of submission will be on or before March 31, 2022.**
4. For clarifications and any concerns, kindly contact **Engr. Nor-janah G. Macasimpan** through email address: [max\\_tricia@yahoo.com](mailto:max_tricia@yahoo.com). or mobile number: 0917-150-0542.
5. For immediate and appropriate action.



Republic of the Philippines

## Department of Education

Office of the Assistant Secretary for Legal Affairs

Sites Titling Office

### MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

SUBJECT : SUBMISSION OF REQUESTS FOR FUNDS FOR THE  
SURVEY, TITLING OF SCHOOL SITES, AND  
REGISTRATION OF SPECIAL PATENTS  
WITH THE REGISTRY OF DEEDS

DATE : March 15, 2022

In preparation of the downloading of funds for FY2022 for survey, titling of school sites, and registration of special patents, and in order for the Sites Titling Office (STO) to prioritize properly and determine the amount that will be downloaded to SDOs, request for funds by SDOs must be submitted through their respective regional offices (ROs) to the Office of the Assistant Secretary for Legal Affairs, attention STO **on or before March 31, 2022.**

The SDOs are advised that their respective requests should be ready for implementation in FY 2022. Thus, the SDOs are directed to go over public elementary and secondary school sites within its area of jurisdiction needing survey and titling, and those school sites with approved special patents by DENR-Provincial Environment and Natural Resources Office (PENRO) that are transmitted to the Register of Deeds (RoD) for registration. The SDOs are likewise advised to undertake the following initial actions before submitting requests:

1. Coordinate with the RoD within their area to find out the requirements and the cost for the transfer of title to determine the amount to be requested for transfer of title;
2. Coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire with a geodetic engineer on the estimate amount of survey; and

3. Coordinate with the DENR-PENRO for the list of approved special patents issued to public school sites that have been transmitted to RoD for registration, and confirm the list from the latter with a request on the corresponding amount to be paid for registration.

The funds to be requested by the SDOs shall cover only the titling and surveying costs, and the fees to be paid for the registration of approved special patents, excluding other incidental expenses.

Attached hereto as Annex "A" is the template to be used by ROs and SDOs in the submission of their respective requests for fund allocation for the survey, titling of school sites, and registration of special patents. Also attached as Annex "B" is the data of untitled school sites (as of March 2022).

For clarifications, please call Sites Titling Office (STO) at the following contact details: (02) 637-3743 and [sto@deped.gov.ph](mailto:sto@deped.gov.ph)

For your information and please be guided accordingly.



**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Assistant Secretary

**REQUEST FOR FUND for FY 2022**

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

Region: \_\_\_\_\_

Division: \_\_\_\_\_

[illegible]

Prepared by:

Approved by:

Signature over Printed Name & Designation

Schools Division Superintendent