



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 14, 2023

REGIONAL MEMORANDUM

No. **132**, s. 2023

REQUEST FOR FUNDS FOR SCHOOL SITES TITLING AND REGISTRATION AND INVENTORY OF SCHOOL SITES

To: Schools Division Superintendents
All Others Concerned

- Attached is an unnumbered memorandum from the Office of the Undersecretary for Legal and Legislative Affairs, DepEd Central Office, relative to the provision of financial assistance to Schools Division Offices (SDOs) for school sites titling and surveying.
- Request for funds from the SDOs must be submitted to this Office **on or before March 5, 2023.**
- Immediate dissemination of and compliance with this memorandum are desired.

EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: As Stated

References: None

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

SCHOOL SITES TITLING FUND REQUEST 2023

ORD-LU-ECC





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.
Underscretary 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 Tiling of School Sites and Registration of Special Patents)

Region: _____
 Division: _____

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

Prepared by: _____

Approved by: _____

Signature over Printed Name and Designation

Schools Division Superintendent