



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

February 14, 2025

**REGIONAL MEMORANDUM**

No. **164** S. 2025

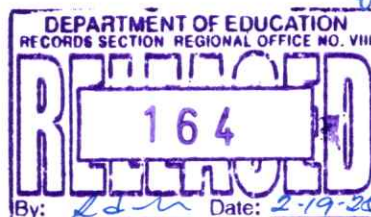
**SUBMISSION OF REQUEST FOR FUNDS FOR SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTRY OF DEEDS FOR FISCAL YEAR 2025**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is a Memorandum **OULLA-2025-203** from the Office of the Undersecretary for Legal and Legislative Affairs, **Sites Titling Office**, DepEd Central Office, DepEd Complex Meralco Ave., Pasig City, concerning the request for submission of Request for Funds for Survey, Titling of School Sites, and Registration of Special Patents transmitted to Registry of Deeds for Fiscal Year 2025.
2. Attached hereto is the template to be submitted **on or before February 28, 2025 accompanied by a Complete Staff Work Report (CSWR)** detailing the basis for the requested amount.
3. Immediate dissemination with this Memorandum is desired.

**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: Memorandum,  
References: None

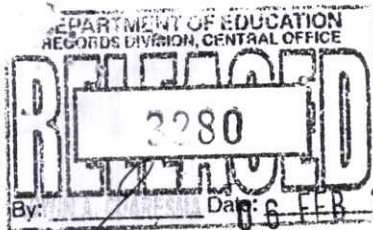


To be indicated in the Perpetual Index under the following subjects:

**School Sites Titling**

**Request for Fund**

ORD-LU-MJSC



JMS#1307

VIII

Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

**MEMORANDUM**

**OULLA-2025- 203**

**FOR : ALL REGIONAL DIRECTORS**

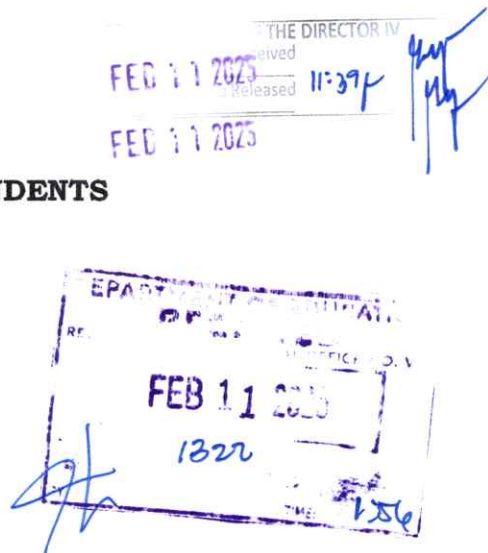
**ATTENTION : ALL SCHOOLS DIVISION SUPERINTENDENTS**

**FRO : ATTY. FILEMON RAY L. JAVIER**  
Undersecretary

**ATTY. CHRISTIAN E. RIVERO**  
Director IV  
Supervising Director, Sites Titling Office  
Office of the Undersecretary for Legal and Legislative Affairs

**SUBJECT : Submission of Request for Funds for Survey, Titling of School Sites, and Registration of Special Patents transmitted to Registry of Deeds for Fiscal Year 2025**

**DATE : FEB 05 2025**



As part of its 2025 budget, the Department of Education (DepEd), through the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) and the Sites Titling Office (STO), will allocate funding to support Schools Division Offices (SDOs) in securing absolute ownership of public school sites. This funding will be specifically earmarked for the survey, titling, and registration of school sites, ensuring that SDOs have the necessary resources to complete these vital processes. In preparation for the release of funds for survey and titling of school sites, as well as registering Special Patents with the Registry of Deeds (RoD), SDOs must submit their funding requests through their respective Regional Offices (ROs) to the DepEd STO **on or before 28 February 2025**.

Consequently, it is for SDOs to ensure their requests are prepared for execution within the current year, given the validity period of the allocated funds. To facilitate this, SDOs, with the assistance of their school heads, are instructed to conduct a thorough inventory of public elementary and secondary school sites that require survey and titling or have approved Special Patents pending registration with the RoD. This includes school sites previously donated to the DepEd but remain untitled or not yet transferred under the name of the DepEd. Prior to submission of the requests, SDOs are advised to undertake the following actions:

1. Identify school sites that need segregation or subdivision surveys and titling, ensuring that all required documents are complete;



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2. Consult with the respective RoD to determine the necessary requirements and estimated costs for transferring titles, which will form the basis of the funding request;
3. Collaborate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to confirm the requirements and costs for conducting surveys of school sites. If DENR-CENRO cannot perform the surveys, SDOs should obtain cost estimates from local survey providers; and
4. Coordinate with the DENR-Provincial Environment and Natural Resources Office (PENRO) to secure a list of approved Special Patents already transmitted to RoD for registration. Additionally, confirm with DENR-PENRO the corresponding fees required for the registration process.

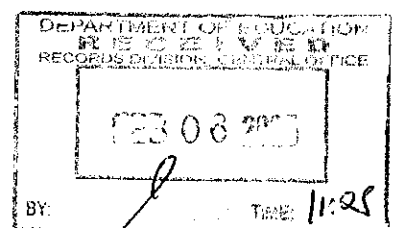
Accordingly, the funds shall be used solely for the intended purpose and that the same are effectively and efficiently utilized within the designated funding period. The funding requests should include estimates for all costs related to titling, survey, registration, and incidental expenses such as transportation. Moreover, the submissions shall be accompanied by a Complete Staff Work Report (CSWR), detailing the basis for the requested amount.

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

For questions or additional information, please contact Mr. Jerome Broso of the STO via phone at (02) 8637-3743 or email at [sto@deped.gov.ph](mailto:sto@deped.gov.ph).

For compliance and guidance.

Doc No. 102873  
STO 6 & 8



**FUND REQUEST FOR FY 2025**

Region: \_\_\_\_\_  
Division: \_\_\_\_\_[illegible]

Prepared by:

Approved by:

Signature over Printed Name and Designation

Schools Division Superintendent