1367

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

February 18, 2026

REGIONAL MEMORANDUM
No. 199 s. 2026

SUBMISSION OF REQUESTS TO THE REGIONAL OFFICE FOR FUND ALLOCATION FOR THE CONDUCT OF SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTRY OF DEEDS FOR FISCAL YEAR 2026

To: Schools Division Superintendents
Division Legal Officers
STO Technical Assistants
All Others Concerned

1. Attached is Memorandum **OULLA-2026-521** dated February 12, 2026, from the Office of the Undersecretary for Legal and Legislative Affairs, DepEd Complex, Meralco Avenue, Pasig City, concerning the submission of requests for fund allocation for the conduct of survey, titling of school sites, and registration of special patents transmitted to Registry of Deeds for Fiscal Year 2026.

2. Relative thereto, the SDOs are directed to submit their reports **on or before February 20, 2026** to the DepEd Regional Office 8 through this email: **legal.region8@deped.gov.ph**. Refer to Annex 2: Schools Division Office Funding Request for Survey and Titling of school sites, and Registration of Approved Special Patents Transmitted to the Registry of Deeds.

3. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONELO AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-in-Charge
Officer of the Regional Director

DEPARTMENT OF ED
199
2/19/26

Enclosures: Memorandum, Annex 2
References: None
To be indicated in the Perpetual Index under the following subjects:
Funds **Reports** **Division Lawyers** **STO**

ORD-LU-HJGO

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

February 18, 2026

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ORD-LU-HJGO

DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR LEGAL AND LEGISLATIVE AFFAIRS
RECEIVED
FEB 11 2026
By: [illegible] Time: 2:31
Doc.#:
From: DLI

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-521

DEPARTMENT OF EDUCATION
LEGAL AND LEGISLATIVE AFFAIRS
SITES TITLING OFFICE
RECEIVED
FEB 12 2026
By: [illegible] Time: 06:11 PM
Doc. No.: 110573
From: OULLA - REY

TO : **ALL REGIONAL DIRECTORS**

ATTENTION : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary for Legal and Legislative Affairs

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

SUBJECT : **SUBMISSION OF REQUESTS FOR FUND ALLOCATION FOR THE CONDUCT OF SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTRY OF DEEDS FOR FISCAL YEAR 2026**

DATE : FEB 12 2026

To ensure the continuous implementation of the Department of Education (DepEd) initiative and to sustain the validation and secure ownership of public school sites, the Sites Titling Office (STO) under the Legal and Legislative Affairs will be downloading funds to support the Schools Division Offices (SDOs) in Surveying, Titling of School Sites, and Registration of Special Patents transmitted to the Registries of Deeds ("RoDs") for Fiscal Year 2026. In connection with this, all SDOs must submit their requests for funds through their respective Regional Offices (ROs) on or before **20 February 2026**. Afterwards, the ROs shall submit to the STO the consolidated request, within a reasonable period after receipt of the requests.

All SDOs must ensure that their requests are **prepared and ready for implementation** within fiscal year 2026, given the validity period of the funds to be allocated. To facilitate this, SDOs, with the help of school heads and Technical Assistants deployed in the Province Divisions, are instructed to conduct a thorough inventory of public elementary and secondary school sites that require surveying and are ready for titling, including those with approved Special Patents pending registration with the RoD. This includes school sites previously donated to DepEd but not yet transferred under the name of DepEd. In this regard, prior to submitting the request, the following actions should be undertaken by the Schools Division Offices:

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

2. Consult with the RoD to determine the necessary requirements and **estimated costs for transferring titles**, which will form the basis of the funding allocation and 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.

It is crucial that the funds be used solely for the intended purpose and that they are effectively and efficiently utilized within the designated funding period subject to the existing accounting and auditing rules and regulations. The funding requests should include estimates for all costs related to titling, surveying, registration, and incidental expenses such as transportation and other allowable expenses. Submissions must be accompanied by a Complete Staff Work Report (CSWR), detailing the basis for the requested amount.

In addition to the submission of the request for funding, those SDOs that have been previously downloaded with funds for survey and titling activities charged against FY 2024 and FY 2025 are required to submit their **accomplishment report** on the utilization of the previously downloaded funds, indicating the number and list of schools surveyed, land title transferred in the name of DepEd, and Special Patents registered with the RoD. Requests submitted **without the required accomplishment report will not be accommodated**. Meanwhile, **late submission** of funding requests **may be considered only subject to the availability of funds**.

Attached hereto are the templates to be used: Annex 1 for ROs to consolidate the submission from their covered SDOs; and Annex 2 for SDOs to input their requests for funds intended for survey and titling of school sites, and registration of approved Special Patents transmitted to RoD.

For questions and/or clarifications, please contact Ms. Nasheba Naga of the Sites Titling Office (STO) via phone at 09267-791-4230 or email at sto.fieldoffices@deped.gov.ph.

For guidance and strict compliance.

Doc No. 110573
STO8

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-521

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ATTY. CHRISTIAN E. RIVERO
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Office of the Undersecretary for Legal and Legislative Affairs

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For guidance and strict compliance.

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Annex 1: Regional Office Consolidated Funding Request for Survey and Titling of school sites, and Registration of Approved Special Patents Transmitted to the Registry of Deeds

Regional Office: _____

No.	School Division Offices	No. of Schools for Survey	Total Amount for Survey	No. of Schools for Titling/Tansfer of Title	Total Amount for Titling/Tansfer of Title	No. of School for Special Patent/Registration	Total Amount for Registration of Approved Special Patents	Grand Total of Amount Requested	Remarks
1									
2									
	GRAND TOTAL								

Prepared by:

_____
Technical Assistant II

Reviewed by:

_____
Legal Officer/Supervisor

Approved by:

_____
Regional Director

Annex 2: Schools Division Office Funding Request for Survey and Titling of school sites, and Registration of Approved Special Patents Transmitted to the Registry of Deeds

Schools Division Office: _____

No.	School ID	Name of School	Land Area (sq.m.)	Current Status of Land (Untitled/For Survey/For Titling/ With Approved Special Patent	Type of Transaction requested (Survey/Titling/Special Patent Registration)	Registered Owner	Available Ownership Documents (Tax Dec., DoD, Patent, etc.)	Estimated Survey Cost	Estimated Titling/Registration Cost	Total Amount Requested	Remarks
1											
2											
GRAND TOTAL											

Prepared by:

_____
Technical Assistant II/IV

Reviewed by:

_____
Division Lawyer

Approved by:

_____
Schools Division Superintendent