



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

April 22, 2026

REGIONAL MEMORANDUM

No. **482** s. 2026

**CONFIRMATION OF ACCURACY AND SUBMISSION OF MISSING DOCUMENTS
IN COMPLIANCE WITH ADMINISTRATIVE ORDER NO. 21, S. 2024**

To: Schools Division Superintendents
All Others Concerned

- Attached is the Memorandum from the Real Estate and Property Management Office (REPMO), dated March 25, 2026, relative to the confirmation of accuracy and submission of missing documents in compliance with Administrative Order No. 21, s. 2024.
- All Schools Division Offices (SDOs) are directed to review and verify their submitted inventory of non-school properties and submit any corrections, lacking information, and/or additional supporting documents, if necessary.
- The consolidated summary of submitted inventory may be accessed through the following link: <https://tinyurl.com/RVIII-NS-ML>.
- For compliance, SDOs shall ensure submission of relevant ownership documents (*e.g., titles, instruments of acquisition, tax declarations, survey plans, and status reports for missing titles*), including technical documents for non-school properties situated within school sites.
- All submissions shall be consolidated at the Regional Office. An **advance copy** shall be submitted on or before **April 24, 2026**, while the **original signed copy** shall be submitted on or before **April 30, 2026**.
- Immediate dissemination of and compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Regional Director

Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subjects

INVENTORY NON-SCHOOL PROPERTY

AD-GSU-ATR



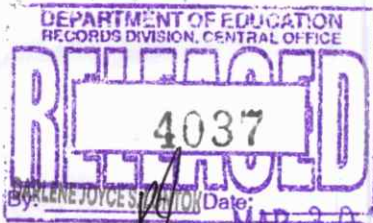
Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph





Republic of the Philippines
Department of Education

RECEIVED
4/3/26
OFFICE OF THE ASST. REGIONAL DIRECTOR
SIGNATURE

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION
Real Estate and Property Management Office

MEMORANDUM

OM-OUA-REPMO-2026-050

FOR : **SALUSTIANO T. JIMENEZ**
Regional Director
DepEd Region VIII

FROM : **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT : **CONFIRMATION OF ACCURACY AND SUBMISSION OF MISSING DOCUMENTS IN COMPLIANCE WITH ADMINISTRATIVE ORDER NO. 21 s. 2024 FOR REGION VIII**

DATE : 25 March 2026

This memorandum refers to previous communications dated 13 February 2025 and 2 April 2025, regarding the submission of an inventory of non-school properties along with corresponding scanned copies of required documents. This is in compliance with Administrative Order No. 21, series 2024 (A.O. 21, s. 24), titled "Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands" signed on 30 April 2024.

In view of this, attached is the consolidated summary of your submitted inventory, detailing the non-school properties of Region VIII based on documents received by our office. For convenience, the same summary may be accessed through this link <https://tinyurl.com/RVIII-NS-ML>. Please use this to verify accuracy and identify missing entries in compliance with A.O. 21, s. 24.

Please submit corrections or additional documents if you identify discrepancies, missing details, or outdated documents during verification. This ensures the REPMO maintains an accurate inventory of DepEd non-school properties, in line with the objective of A.O. 21, s. 24.



Additionally, the Regional Office and all Schools Division Offices (SDOs), through the regional office, shall submit scanned copies of the following ownership records for all non-school properties within their jurisdiction for inclusion in the REPMO inventory and database:

1. For Titled Properties:

- a. Transfer Certificates of Title (TCT) or Original Certificates of Title (OCT): Submit copies of titles, specifically identifying those still registered to donors (e.g., Summer Institute of Linguistics).
- b. Instrument of Acquisition: Notarized Deeds of Donation, Exchange, Turn Over, Usufruct, lease, Presidential Proclamation, Special Patent, Decree, Memorandum, or anything that serves as the legal basis for DepEd's ownership.
- c. Updated Tax Declarations of Property for both land and buildings: Current declarations reflecting the status and valuation of the administrative site.
- d. Survey Plan approved by DENR.

2. For Untitled Properties:

- a. Approved Survey Plans with Imprinted Certification: Pursuant to RA 11573 and DENR Administrative Order (DAO) 2021-38, all plans must bear an imprinted sworn certification from a DENR geodetic engineer affirming the land is Alienable and Disposable (A&D).
- b. Instrument of Acquisition: Notarized Deeds of Donation, Exchange, Turn Over, Usufruct, lease, Presidential Proclamation, Special Patent, Decree, Memorandum, or anything that serves as the legal basis for DepEd's stewardship.

3. For Missing or Withheld Titles:

- a. Provide a status report on any property where the Owner's Duplicate Certificate has been lost or is being withheld.

4. For Non-school Properties built upon an existing School site:

- a. If an SDO or other administrative facility is located within a larger titled school site, the specific portion of land it occupies must be technically identified.
 - i. Submit the Technical Description for the specific portion assigned to the SDO, which could be an approved survey plan or site development plan.
 - ii. Administrative Orders or Deeds: Documents such as a Deed of Turnover or an internal DepEd administrative issuance designating the specific portion of the site for non-school (administrative) use.

This request is strictly limited to non-school properties, which include but are not limited to:

1. Regional/Division Training Centers (e.g., Baguio Teachers Camp, NEAP).
2. Administrative office sites and storage facilities/warehouses.
3. Staff housing, dormitories, and cottages.

We hope to receive an advance copy of the consolidated report and supporting scanned copies of documents via email at **oua.repmo@deped.gov.ph** through the Regional Office on or before 24 April 2026. The original signed copy shall be submitted on or before 30 April 2026.

Should you have further inquiries or concerns, your staff may contact Mr. Joel Armuela Jr., through Viber at (+63)916-602-3030 or via email at joel.armuela@deped.gov.ph and copy furnish oua.repmo@deped.gov.ph.

Your prompt action on this matter will help maintain accurate government property records and support A.O. 21's goal of optimizing the use of government lands for national development.

Thank you for your cooperation.



17/F TechZone Building, Malugay St., Brgy. San Antonio, Makati City 1209

Tel. No.: (02) 8638-4108; E-mail: usecforadministration@deped.gov.ph; Website: www.deped.gov.ph

REGION VIII

No	PSGC	NSR-SCHOOL (SDO & RO Sites / Training Centers / Others)	Locations (Barangay, Municipal/City, Province)	Lot Info (can be found in OCT/ TCT/ Registry and Tax Declaration)	Survey No	Area sqm	Current Use	Ownership Status (Titled, Untitled, Unfruct, User Private, etc) used in the Property is within school site	Mode of Acquisition	Title Type	Owners Name in the Title	Title No	Tax/Dec No	Other Information
1		Regional Office VIII	Government Center, Brgy. Candahug, Palo, Leyte	LOT NO. 10950	CAD. 407-D	13,184			Unfruct		PROVINCE OF LEYTE			
2		NEAP- Region VIII												
3		Baybay City	Brge. Gasa, Baybay, Leyte	Lot No. 1201-A & Lot No. 10950		3,000			Unfruct		City Government of Baybay City			
4		Biliran	Brge. Larranabal, Naval, Biliran	2057-P LOT 12-P		5,000			Donation				TD No. 00577	
5		Borongan City	San Fernando St., Brge. C., Borongan City, Eastern Samar								DepEd Division of Borongan City			
6		Calbayog City	Hamonawon, Calbayog, Samar	Lot 2311/(A-Part)		3,207					DepEd Division of Calbayog City		TD No. 99-01011-0062	
7		Catbalogan City	Brge. Payao, Catbalogan City, Samar	Lot no. 778		10,000			Deed of Unfruct		City Government of Catbalogan			
8		Eastern Samar	Brge. Alug-Alang, Borongan City, Eastern Samar								Provincial Gov't of Eastern Samar			
9		Leyte	Gov't Center, Brge. Candahug, Palo, Leyte	Portion of Lot No. 10950.	Cad 407-D of Palo Cadastre	12,000			Deed of Unfruct		Provincial Gov't of Leyte			
10		Maasin City	Combedo St., Maasin City, Southern Leyte	Lot No. 7099		25,686.05			Deed of Unfruct		City Government of Maasin			
11		Northern Samar	Aceula, Catarman, Northern Samar						Deed of Donation		Catarman Central School			
12		Ormoc City	Brge. Don Felipe Larranabal, Ormoc City, Leyte	LOT NO. 2751, 2252, 2253, 2240, 2248, 2249, 2250		73,903					DepEd TCT No. 23972	TCT NO. 25872		
13		Samar (western)	Ateneo Blvd. Brge. 7 Ubanon, Catbalogan City, Samar	LOT-2854 A-2		2,873.60			Deed of Donation		Deped Samar Division			
14		Southern Leyte	Mantaban, Maasin City, Southern Leyte											
15		Tacloban City	Brge. 54, Real Street, Tacloban City, Leyte	Lot No. 315, 334 & 5776		20,233					City Government of Tacloban City	TCT No. 789	TD 2012-02-0027-06830	
16														
17														

***Please provide the copies of all the supporting documents



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Real Estate and Property Management Office

MEMORANDUM

TO: **ALL REGIONAL DIRECTORS**

FROM: **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT: **INVENTORY OF NON-SCHOOL PROPERTIES OF THE DEPARTMENT OF EDUCATION**

DATE: February 13, 2025

This has reference to Administrative Order No. 21 (A.O. 21) titled "*Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands*" which was signed last 30 April 2024.

In compliance with the directive outlined in the *Letter* dated 27 December 2024 (attached as **Annex A**) from the Department of Environment and Natural Resources-Land Management Bureau (DENR-LMB), this office has begun consolidating data related to the aforementioned AO. However, attached is the data we have gathered from the submitted National Asset Registry System (NARS) from each region, not all field offices have completely accomplished the NARS Form. Attached as **Annex B** is a copy of the consolidated but incomplete data.

In this light, we kindly request each regional office to verify the information and accomplish the missing data of non-school properties by downloading Annex B through this link: bit.ly/AG21-AnnexB-Final. Each region must consolidate the information from each Schools Division Office under its jurisdiction.

We hope to receive an advance copy of verified and accomplished Annex B via email at oua.repmo@deped.gov.ph on or before **28 February 2025**. Original signed copy shall be submitted on or before **07 March 2025**.

For further coordination, your staff may contact Mr. John Emanson Abres at **8635-0551** or johnemarson.abres@deped.gov.ph.

Thank you very much.

Kindly specify if the lot is owned by LGU where the field offices are situated.



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION
9699
APR 07 2025



DEPARTMENT OF EDUCATION
DIVISION OFFICE OF CEBUANO CITY, RECORDS UNIT
RECEIVED
2025-0423-30
DATE & TIME: APR 23 2025

Republic of the Philippines

Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Real Estate and Property Management Office

MEMORANDUM

TO: ALL REGIONAL DIRECTORS

FROM: ATTY. MEL JOHN L. VERZOSA
Undersecretary for Administration

SUBJECT: REQUEST FOR SCANNED COPY OF NON-SCHOOL PROPERTIES DOCUMENTS

DATE: April 2, 2025

RECEIVED
APR 04 2025
TIME: 09:00

This has reference to the memorandum dated 13 February 2025 titled "Inventory of Non-school Properties of Department of Education" in relation to Administrative Order No. 21 (A.O. 21) dated 30 April 2024 titled "Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands."

The mandate of the Real Estate and Property Management Office (REPMO) is to ensure that the non-school properties of DepEd are titled, all real estate property documents are secured, and protect the rights and interest over the properties.

In this light, this office is respectfully requesting for the submission of the scanned copy of the following documents which would form part of the REPMO inventory and database:

- 1. Land Title (Deed of Donation, Proclamation, etc.)
- 2. Land and Building Tax Declaration
- 3. Survey Plan Approved by DENR
- 4. Site Development Plan

We hope to receive the scanned copy of requested documents via email at our.repma@deped.gov.ph on April 30, 2025. We seek your utmost support and cooperation on the above request.

For further coordination, your staff may contact Mr. John Emerson Abres at 8635-0551 or johnemerson.abres@deped.gov.ph.

Thank you.

DepEd Region IV-A
LEGAL UNIT
APR 11 2025
BY: MENVY TIME:

MARLENE WITTE S. LIGHTON
7:26

