



July 23, 2026

REGIONAL MEMORANDUM

No. **935** s. 2026

**SUBMISSION OF THE NEW/UPDATED LIST OF REQUESTS FOR FUNDS
SURVEY, TITLING OF SCHOOL SITES AND REGISTRATION
OF SPECIAL PATENTS, AND COMMITMENT LETTER
ON THE UTILIZATION OF FUNDS**

To: Schools Division Superintendents
Division Legal Officers
Legal Assistants
School Sites Focal
All Others Concerned

1. Attached is a Memorandum dated July 21, 2026, from the Office of the Undersecretary for Legal and Legislative Affairs, DepEd Complex, Meralco Avenue, Pasig City, concerning the submission of updated list of requests for funding, surveying, titling and special patent registration.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: Memorandum, Annex 1, Annex 2, Annex 3, Memorandum OULLA
2026-521 By: [Signature]

References: None

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

School sites	Utilization
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ORD-LU-HJGO



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **ATTY. RALPH CHRISTIAN P. ROSALES**
Attorney V
Officer-in-Charge, Sites Titling Office

SUBJECT : **SUBMISSION OF THE NEW/UPDATED LIST OF REQUESTS FOR FUNDS FOR SURVEY, TITLING OF SCHOOL SITES AND REGISTRATION OF SPECIAL PATENTS, AND COMMITMENT LETTER ON THE UTILIZATION OF FUNDS**

DATE : **21 JULY 2026**

This refers to the requests submitted by the following City Schools Division Offices ("SDOs") for the provision of funds for the Survey, Titling of School Sites, and Registration of Special Patents transmitted to the Registry of Deeds ("RoD") for Fiscal Year ("FY") 2025:

REGION	City SDO	REGION	City SDOs
II	Cauayan City	IX	Dapitan City
	Tuguegarao City		Pagadian City
	Santiago City		Isabela City
III	Angeles City	X	Dipolog City
	Balanga City		Gingoog City
	Cabanatuan City	XI	Panabo City
	Malolos City		Island Garden City of Samal
	Olongapo City		Davao City
	San Fernando City		Mati City
	San Jose City		Tagum City
	Science City of Muñoz	XII	Kidapawan City
	Tarlac City		General Santos City
			Tacurong City
IV-A	General Trias City	XIII (CARAGA)	Bislig City
	Dasmariñas City		Butuan City
	Antipolo City		Cabadbran City
	San Pablo City		Bayugan City
IV-B	Sto. Tomas City		Surigao City
	Puerto Princesa City		Tandag City
V	Calapan City	CAR	Baguio City
	Masbate City		Silay City
	Sorsogon City	NIR	Bacolod City
	Iriga City		Bago City
	Naga City		Himamaylan City
	Ligao City		San Carlos City
	Tabaco City		Sipalay City
VI	Passi City		Bayawan City
VII	Bogo City		Guihulngan City
VIII	Borongan City	NCR	Taguig City and Pateros
	Calbayog City		
	Maasin City		
	Ormoc City		
	Tacloban City		

During the virtual meeting conducted on 20 July 2026, this Office presented the proposed fund allocation for each concerned City SDO. The corresponding allocations are reflected in **Annex 1** of this Memorandum.

The proposed allocations were based on the FY 2025 funding requests submitted by the concerned City SDOs for the Survey, Titling of School Sites, and Registration of Special Patents transmitted to the RoD. For reference and verification, copies of the original requests are likewise attached to this Memorandum as **Annex 2**.

In view thereof, the concerned City SDOs are hereby directed to undertake the following, as may be applicable:

1. For retained requests - submit a duly signed formal Letter of Intent to retain the previously submitted requests and corresponding allocations.
2. For amendments or additional funding requests - submit a revised or updated request using the prescribed format attached as **Annex 3**.
3. For withdrawn requests - submit a formal Letter of Cancellation addressed to this Office to facilitate the possible reallocation of the corresponding funds to other City SDOs with additional funding requests.

All concerned City SDOs are further reminded that the funds to be downloaded constitute a continuing appropriation and, in accordance with applicable budgeting, accounting, and auditing rules and regulations, may only be obligated and utilized until **31 December 2026**. Accordingly, all City SDOs shall submit a duly signed Commitment Letter signifying their commitment to fully utilize the funds within the prescribed period and ensure the timely implementation of their respective activities to avoid the reversion or non-utilization of the funds.

Moreover, SDOs that are not included in the foregoing list and did not submit requests pursuant to Memorandum No. OULLA-2026-521 dated 12 February 2026¹ may likewise submit requests for funding, provided they commit to fully obligate and utilize the requested funds on or before **31 December 2026**. Approval of such requests shall be subject to the availability of funds after the evaluation and calibration of the FY 2025 requests. The concerned SDOs shall likewise ensure strict compliance with the requirements, conditions, and procedures prescribed under the aforementioned Memorandum prior to the submission of their requests.

Further guidelines governing the release, utilization, monitoring, and reporting requirements of the downloaded funds shall be issued by this Office through a separate issuance.

In compliance with the foregoing, all concerned City SDOs are directed to submit the applicable documentary requirements through sto.fieldoffices@deped.gov.ph on or before **28 July 2026 (Tuesday)**:

1. Letter of Intent to retains the Previous Request, if applicable;
2. Updated/Revised Request for Funds (**Annex 3**), if applicable;
3. Letter of Cancellation of Previous Request, if applicable; and
4. Commitment Letter on the Utilization of Funds.

SDOs submitting new requests pursuant to Memorandum No. OULLA-2026-521 shall likewise submit their requests and complete documentary requirements on or before the same deadline.

Strict compliance with this Memorandum is hereby directed.

Doc No. 115497
STO26

¹ Memorandum No. OULLA-2026-521 dated 12 February 2026, entitled "Submission of Requests for Fund Allocation for the Conduct of Survey, Titling of School Sites and Registration Special Patents Transmitted to Registry of Deeds for Fiscal Year 2026".

Request for Survey, Titling of School Sites and Registration of Special Patents FY 2026

Fiscal Year 2026 Improvement and Acquisition of School Sites Continuing Funds

ANNEX 1

Regions	No.	Division	No. of School Lots Surveyed	For Survey	No. of Title to be Transferred in the name of DepEd	For Transfer of Title in the name of DepEd	No. of Special Patent to be Registered to the Registry of Deeds (RoD)	Registration of Special Patents	Incidental Expenses	Total Requested Funds for downloading to Division Offices
II	1	CAUAYAN CITY	1	P30,650.00	3	P190,000.00	0	P0.00	P100,000.00	P 320,650.00
	2	TUGUEGARAO CITY	3	P70,000.00	3	P170,000.00	0	P0.00	P55,000.00	P 295,000.00
	3	SANTIAGO CITY	12	P880,000.00	12	P255,000.00	11	P55,000.00	P650,000.00	P 1,840,000.00
Sub-Total			16	P980,650.00	18	P615,000.00	11	P55,000.00	P805,000.00	P 2,455,650.00
III	4	Anges City	12	P 415,000.00	1	P150,000.00	0	P0.00	P0.00	P 565,000.00
	5	Balanga City	8	P 965,016.00	0	P0.00	0	P0.00	P0.00	P 965,016.00
	6	Cabanatuan City	1	P 100,000.00	1	P190,000.00	0	P0.00	P0.00	P 290,000.00
	7	Malolos City	0	P0.00	1	P300,000.00	0	P0.00	P0.00	P 300,000.00
	8	Olongapo City	2	P120,000.00	0	P0.00	0	P0.00	P0.00	P 120,000.00
	9	San Fernando City	51	P765,000.00	0	P0.00	0	P0.00	P0.00	P 765,000.00
	10	San Jose City	4	P200,000.00	1	P150,000.00	0	P0.00	P10,000.00	P 360,000.00
	11	Science City of Muñoz	2	P150,000.00	0	P0.00	0	P0.00	P0.00	P 150,000.00
	12	Tarlac City	29	P880,000.00	9	P642,266.00	7	P50,000.00	P4,000.00	P 1,576,266.00
Sub-Total			109	P 3,595,016.00	13	P1,432,266.00	7	P50,000.00	P14,000.00	P 5,091,282.00
IV-A	13	General Trias City	12	P680,000.00	12	P970,000.00	11	P475,000.00	P0.00	P 2,125,000.00
	14	Dasmariñas City	14	P1,400,000.00	14	P739,293.00	0	P0.00	P0.00	P 2,139,293.00
	15	Antipolo City	5	P600,000.00	5	P1,100,000.00	0	0	0	P 1,700,000.00
	16	San Pablo City	5	P125,000.00	3	P75,000.00	9	P225,000.00	P0.00	P 425,000.00
	17	Sio. Tomas City	7	P275,000.00	7	P175,000.00	7	P0.00	P0.00	P 450,000.00
Sub-Total			43	P3,080,000.00	41	P3,059,293.00	27	P700,000.00	P0.00	P 6,839,293.00

Regions	No.	Division	No. of School Lots Surveyed	For Survey	No. of Title to be Transferred in the name of DepEd	For Transfer of Title in the name of DepEd	No. of Special Patent to be Registered to the Registry of Deeds (ROD)	Registration of Special Patents	Incidental Expenses	Total Requested Funds for downloading to Division Offices
IV-B	18	Puerto Princesa City	37	P740,000.00	0	P0.00	0	P0.00	P0.00	P 740,000.00
	19	Calapan City	3	P155,500.00	2	P40,000.00	4	P0.00	P65,000.00	P 260,500.00
Sub-Total			40	P895,500.00	2	P40,000.00	4	P0.00	P65,000.00	P 1,000,500.00
V	20	Masbate City	4	P145,000.00	2	P12,000.00	4	P40,000.00	P20,000.00	P 217,000.00
	21	Sorsogon City	0	P0.00	18	P900,000.00	0	P0.00	P0.00	P 900,000.00
	22	Iriga City	0	P0.00	0	P0.00	6	P25,775.00	P0.00	P 25,775.00
	23	Naga City	0	P0.00	4	P25,000.00	3	P35,000.00	P60,000.00	P 120,000.00
	24	Ligao City	14	P495,000.00	14	P84,000.00	0	P0.00	P42,000.00	P 621,000.00
	25	Tabaco City	8	P400,000.00	1	P20,000.00	0	P0.00	P45,000.00	P 465,000.00
Sub-Total			26	P1,040,000.00	39	P1,041,000.00	13	P100,775.00	P167,000.00	P 2,348,775.00
VI	26	Passi City	9	P900,000.00	9	P1,080,000.00	0	P0.00	P0.00	P 1,980,000.00
	Sub-Total			9	P900,000.00	9	P1,080,000.00	P0.00	P0.00	P 1,980,000.00
NIR	27	Silay City	8	P400,000.00	0	P0.00	0	P0.00	P0.00	P 400,000.00
	28	Bacolod City	10	P600,000.00	0	P0.00	0	P0.00	P0.00	P 600,000.00
	29	Bago City	2	P60,000.00	2	P100,000.00	0	P0.00	P100,000.00	P 260,000.00
	30	Himamaylan City	14	P700,000.00	0	P0.00	0	P0.00	P28,000.00	P 728,000.00
	31	San Carlos City	14	P700,000.00	0	P0.00	0	P0.00	P70,000.00	P 770,000.00
	32	Sipalay City	0	P0.00	1	P10,000.00	0	P0.00	P25,000.00	P 35,000.00
	33	Bayawan City	68	P1,360,000.00	0	P0.00	0	P0.00	P0.00	P 1,360,000.00
	34	Guthubngan City	26	P156,000.00	4	P25,000.00	17	P102,000.00	P334,000.00	P 617,000.00
Sub-Total			142	P3,976,000.00	7	P135,000.00	17	P102,000.00	P557,000.00	P 4,770,000.00
VII	35	Bogo City	6	P150,000.00	0	P0.00	0	P0.00	P0.00	P 150,000.00

Regions	No.	Division	No. of School Lots Surveyed	For Survey	No. of Title to be Transferred in the name of DepEd	For Transfer of Title in the name of DepEd	No. of Special Patent to be Registered to the Registry of Deeds (ROD)	Registration of Special Patents	Incidental Expenses	Total Requested Funds for downloading to Division Offices	
VIII	Sub-Total			6	150000	0	P0.00	0	P0.00	P0.00	P150,000.00
	36	Borongan City	9	P335,000.00	0	P0.00	0	P0.00	P40,000.00	P 375,000.00	
	37	Calbayog City	12	P260,000.00	12	P24,000.00	12	P30,000.00	P66,000.00	P 380,000.00	
	38	Maasin City	22	P1,640,000.00	22	P22,000.00	22	P150,500.00	P153,000.00	P 1,965,500.00	
	39	Ormoc City	7	P200,000.00	6	P180,000.00	6	P85,000.00	P90,000.00	P 555,000.00	
	40	Tacloban City	7	P130,000.00	1	P20,000.00	0	P0.00	P0.00	P 150,000.00	
	Sub-Total			57	P2,565,000.00	41	P246,000.00	40	P265,500.00	P349,000.00	P 3,425,500.00
	41	Dapitan City	0	P0.00	15	P150,000.00		P0.00	P0.00	P 150,000.00	
	42	Pagadian City	5	P200,000.00	5	P50,000.00	6	P30,000.00	P30,000.00	P 310,000.00	
	43	Isabela City	39	P780,000.00	39	P0.00	39	P0.00	P14,000.00	P 794,000.00	
IX	44	Dipolog City	1	P20,000.00	3	P30,000.00	1	P5,000.00	P5,000.00	P 60,000.00	
	Sub-Total			45	P1,000,000.00	62	P230,000.00	46	P35,000.00	P49,000.00	P 1,314,000.00
	45	Gingoog City	10	P492,000.00	1	P150,000.00	1	P10,000.00	P42,000.00	P 694,000.00	
X	Sub-Total			10	P492,000.00	1	P150,000.00	1	P10,000.00	P42,000.00	P 694,000.00
	46	Panabo City	0	P0.00	10	P335,000.00	10	P65,000.00	P0.00	P 400,000.00	
	47	Island Garden City of Samal	5	P140,000.00	5	P785,000.00	3	P50,000.00	P0.00	P 975,000.00	
	48	Davao City	26	P910,000.00	26	P130,000.00	26	P130,000.00	P0.00	P 1,170,000.00	
	49	Mati City	4	P100,000.00	17	P360,000.00	25	P250,000.00	P300,000.00	P 1,010,000.00	
XI	50	Tagum City	2	P70,000.00	2	P10,000.00	2	P10,000.00	P0.00	P 90,000.00	
	Sub-Total			37	P1,220,000.00	60	P1,620,000.00	66	P505,000.00	P300,000.00	P 3,645,000.00
	51	Kidapawan City	4	P100,000.00	1	P2,500.00	3	P7,500.00	P10,000.00	P 120,000.00	
XII	52	General Santos City	4	P100,000.00	1	P20,000.00	0	P0.00	P0.00	P 120,000.00	

Regions	No.	Division	No. of School Lots Surveyed	For Survey	No. of Title to be Transferred in the name of DepEd	For Transfer of Title in the name of DepEd	No. of Special Patent to be Registered to the Registry of Deeds (ROD)	Registration of Special Patents	Incidental Expenses	Total Requested Funds for downloading to Division Offices
	53	Tacurong City	3	P100,000.00	3	P205,000.00	3	P30,000.00	P0.00	P 335,000.00
	Sub-Total		11	P300,000.00	5	P227,500.00	6	P37,500.00	P10,000.00	P 575,000.00
XIII	54	Bislig City	8	P236,000.00	0	P0.00	0	P0.00	P21,000.00	P 257,000.00
	55	Butuan City	8	P240,000.00	0	P0.00	0	P0.00	P60,000.00	P 300,000.00
	56	Cabadbaran City	1	P25,000.00	1	P50,000.00	0	P270,000.00	P135,000.00	P 480,000.00
	57	Bayugan City	10	P300,000.00	0	P0.00	0	P0.00	P30,000.00	P 330,000.00
	58	Surigao City	20	P615,000.00	0	P0.00	0	P31,000.00	P100,000.00	P 746,000.00
	59	Tandag City	13	P410,000.00	10	P400,000.00	0	P158,000.00	P150,000.00	P 1,118,000.00
	Sub-Total		60	P1,826,000.00	11	P450,000.00	0	P459,000.00	P496,000.00	P 3,231,000.00
CAR	60	Baguio City	0	P0.00	0	P0.00	8	P56,000.00	P4,000.00	P 60,000.00
	Sub-Total		0	P0.00	0	P0.00	8	P56,000.00	P4,000.00	P 60,000.00
NCR	61	Taguig City and Pateros	0	P0.00	3	P420,000.00	0	P0.00	P0.00	P 420,000.00
	Sub-Total		0	0	3	P420,000.00	0	P0.00	P0.00	P 420,000.00
GRAND TOTAL			611	P22,020,166.00	312	P10,746,059.00	246	P2,375,775.00	P2,858,000.00	P38,000,000.00

60k + 57k = 117k



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

= 375,000

ANNEX 2

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

ESTIMATED AMOUNT FOR					
Division	Name of School	Survey	Titling/Transfer of Title	Registration of Approved Special Patents	Incidental Expenses
Borongan City	Surok Elementary School	30,000			5,000
	Maypangdan NHS	75,000			5,000
	Calingalingan NHS	60,000			5,000
	San Marco ES	30,000			5,000
	Pepelitan ES	20,000			5,000
	San Gabriel ES	15,000			5,000
Calbayog City	Lalawigan NHS	85,000			5,000
	Siha ES	20,000			5,000
	Bagacay Integrated School	20,000.00	2,000	2,500	5,500 (doc stamp & fare)
	Pinamurutan Elem. School	20,000.00	2,000	2,500	5,500 (doc stamp & fare)
	Cacaranan Elem. School	20,000.00	2,000	2,500	5,500 (doc stamp & fare)
	Obrero Elem. School	20,000.00	2,000	2,500	5,500 (doc stamp & fare)
	San Jose IS	20,000.00	2,000	2,500	5,500 (doc stamp & fare)
	Bagong Lipunan ES	20,000.00	2,000	2,500	5,500 (doc stamp & fare)
	Maysalong Elem. School	20,000.00	2,000	2,500	5,500 (doc stamp & fare)
Subtotal					P425,000.00
					30,000
					30,000
					30,000
					30,000
					30,000

Calbayog
380,000.00

BORONGAN
435,000.00

DEPARTMENT OF EDUCATION REGIONAL OFFICE VIII (EASTERN VISAYAS)

Looe Elem. School	20,000.00	2,000	2,500	5,500 (doc stamp & fare)	30,000
Cagnipa Elem. School	20,000.00	2,000	2,500	5,500 (doc stamp & fare)	30,000
San Joaquin National High School	30,000.00	2,000	2,500	5,500 (doc stamp & fare)	40,000
Malaga National High School	30,000.00	2,000	2,500	5,500 (doc stamp & fare)	40,000
Rizal I Elementary School	20,000.00	2,000	2,500	5,500 (doc stamp & fare)	30,000
Subtotal					₱380,000.00
Bato II ES	80,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-4,500.00	4,500.00	90,500.00
Baugo ES	Relocation-50,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-7,000.00	5,000.00	63,000.00
Bagtican ES	80,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-4,500.00	4,000.00	89,500.00
Bogo ES	80,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-3,500.00	4,000.00 + Legal Fees- 10,000.00	98,500.00
Cabulihan ES	80,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-4,500.00	4,000.00	89,500.00
Canyuon IS	80,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-9,000.00	5,000.00	95,000.00
Cambooc ES	Relocation-50,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-7,000.00	4,000.00	62,000.00
Cagnituan ES	Relocation-50,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-4,500.00	5,000.00	60,500.00
Gawisan ES	Relocation-50,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-4,500.00	5,000.00	60,500.00
Maasin Central School	80,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-12,500.00	3,500.00 + Legal Fees- 10,000.00	107,000.00
Nonok Norte ES	80,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-8,500.00	5,000.00	94,500.00
Lunas ES	80,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-6,500.00	5,500.00	93,000.00
Lunas NHS	80,000.00	Cert. for GPPC-1,000.00	LRA & IT Fees-5,500.00	5,500.00	92,000.00

Maasin City



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

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 NCSA/VW

Pagsang-an Elementary School					50,000.00
General Malvar Elementary School					50,000.00
Bukid National High School					50,000.00
San Jose Technical High School					150,000.00
Pambujan I Central School					80,000.00
San Isidro Elementary School					40,000.00
Maxvilla National High School					40,000.00
Malobago Elementary School					110,000.00
Pilar Elementary School					40,000.00
Rizal Elementary School					40,000.00
Pambujan National High School					55,510.00
Subtotal					P1,175,510.00
Bagong Buhay Elementary School		P35,000.00	P10,000.00	P5,000.00	P50,000.00
Cagbuhangin Elementary School	25,000.00				25,000.00
Dayhagan Elementary School	35,000.00			15,000.00	50,000.00
Dolores Elementary School		35,000.00	10,000.00	5,000.00	50,000.00
Gaas Integrated School	30,000.00	20,000.00	15,000.00	10,000.00	75,000.00
Julian C. Cantuango National High School	35,000.00	25,000.00	15,000.00	10,000.00	87,500.00
Monterico Integrated School	25,000.00	30,000.00	15,000.00	35,000.00	105,000.00
Sabang Bao Elementary School	25,000.00				25,000.00

Ormoc City

Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph



DEPARTMENT OF EDUCATION REGIONAL OFFICE VIII (EASTERN VISAYAS)

Southern Leyte	San Isidro Integrated School	25,000	35,000	20,000	10,000	90,000.00
	Mangit Elementary School	20,000	18,000	85,000	90,000	6,000
	San Roque Elementary School			5,000	1,000.00	6,000
	Macrohon Elementary School			5,000	1,000.00	6,000
	MAC Elementray School			5,000	1,000.00	6,000
Subtotal						P24,000.00
Tacloban City	Manlurip Elementary School	P20,000.00				P20,000.00
	Salvacion Elementary School	P20,000.00				P20,000.00
	Dr. AP Banez Memorial School	P20,000.00				P20,000.00
	San Roque Elementary School	P20,000.00				P20,000.00
	Old Kawayan ES	P20,000.00				P20,000.00
	Bayanihan Elementary School	P15,000.00				P15,000.00
	Fisherman's Village ES	P15,000.00				P15,000.00
	Antonio Balmes National High School		P20,000.00			P20,000.00
Subtotal						P150,000.00
TOTAL FUND REQUEST						P4,665,510.00

Prepared by:
MARY JOY S. CABALUNA
Legal Assistant II

Noted by:
ATTY. ELEANOR C. CALUMPIANO
Attorney IV – Head Legal Unit

Approved by:
EVELYN R. FETALVERO, CESO III
Regional Director



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FY 2026 Funding Request for Survey, Titling of School Sites, and Registration of Special Patents Transmitted to the Registry of Deeds (ROD)

Schools Division Office: _____

ANNEX 3

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)	Registered Owner	Available Ownership Documents (Tax Dec., DoD, Patent, etc.)	Estimated Survey Cost	Estimated Titling Cost	Estimated Registration of Approved Special Patents	Incidental Expenses	TOTAL	Remarks
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
GRAND TOTAL													

Prepared by: _____

Noted and Approved by: _____

Division Engineer/Division Lawyer

Schools Division Superintendent



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

MEMORANDUM
OULLA-2026-521

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

