



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

August 17, 2026

REGIONAL MEMORANDUM

No. **1059** s. 2026

**SUBMISSION OF SCHOOL SITES TITLING TARGETS
FOR THE CALENDAR YEARS 2026 AND 2027**

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

1. To monitor and consolidate the target number of schools for the processing and execution of Surveys, Special Patents, Transfers of Title, Original Certificates of Title, Deeds of Usufruct, and Deeds of Donation, all Schools Division Offices (SDOs) are hereby directed to submit their respective target lists for Calendar Years (CY) 2026 and 2027, using the prescribed formats provided in the attached annexes, as follows:

- a. **Annex 1: List of Target School Sites for CY 2026**
- b. **Annex 2: Summary of CY 2026 Targets**
- c. **Annex 3: List of Target School Sites for CY 2027**
- d. **Annex 4: Summary of CY 2027 Targets**

2. The templates may be accessed through the following link:

<https://docs.google.com/spreadsheets/d/1t2lePfGHkUtNamJql5NTz4O2nISI6daa/edit?usp=sharing&ouid=116379277331575371199&rtpof=true&sd=true>

3. Accomplished soft copy files of the annexes shall be submitted through e-mail at **legal.region8@deped.gov.ph** before August 24, 2026 while the printed and duly signed annexes shall be transmitted to this office.

4. Immediate dissemination of and compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Regional Director

Enclosures: Annex 1, Annex 2, Annex 3, Annex 4

References: None

To be indicated in the Perpetual Index under the following subjects:
School Sites Targets



ORD-LU-HJGO

Instructions:

The target schools shall be determined by the Schools Division, taking into consideration its assessment of the availability of the schools' documentary requirements, the timelines for coordination and processing with the Department of Environment and Natural Resources (DENR), Registry of Deeds (ROD), Local Government Units (LGUs), and other concerned agencies, as well as other relevant factors that may reasonably affect or contribute to the duration of the requisite processing.

Please do not leave any cell blank. If there are no identified target schools, kindly input N/A.

**CY 2026 List of Target Schools
School Sites Titling**

Schools Division Office:

Date:

Schools for Special Patent Application

No.	School ID	Name of School	Remarks
1			
2			
3			

Schools to be Surveyed

No.	School ID	Name of School	Remarks
1			
2			
3			

Schools needing Deeds of Usufruct

No.	School ID	Name of School	Remarks
1			
2			
3			

Schools needing Deeds of Donation

No.	School ID	Name of School	Remarks
1			
2			
3			

Schools to be Titled (TCT or OCT) in the name of DepEd

No.	School ID	Name of School	Remarks
1			
2			
3			

Prepared:

Certified True and Correct:

Noted:

Legal Assistant

Legal Officer

Schools Division Superintendent

Annex 2: Summary of CY 2026 Targets

Instructions: The summary of target schools shall be based on Annex 1.

Please do not leave any cell blank. If there are no identified target schools, kindly input 0.

Summary of CY 2026 Targets
School Sites Titling

Schools Division Office:

Date:

	No. of Schools	Remarks
a. For Special Patent Application		
b. For Survey		
c. For Execution of Deed of Donation		
d. For Execution of Deed of Usufruct		
e. For Titling (Transfer of Title or Original Certificate of Title)		

Prepared:

Certified True and Correct:

Noted:

Legal Assistant

Legal Officer

Schools Division Superintendent

Instructions:

The target schools shall be determined by the Schools Division, taking into consideration its assessment of the availability of the schools' documentary requirements, the timelines for coordination and processing with the Department of Environment and Natural Resources (DENR), Registry of Deeds (ROD), Local Government Units (LGUs), and other concerned agencies, as well as other relevant factors that may reasonably affect or contribute to the duration of the requisite processing.

Please do not leave any cell blank. If there are no identified target schools, kindly input N/A.

**CY 2027 List of Target Schools
School Sites Titling**

Schools Division Office:

Date:

Schools for Special Patent Application

No.	School ID	Name of School	Remarks
1			
2			
3			

Schools to be Surveyed

No.	School ID	Name of School	Remarks
1			
2			
3			

Schools needing Deeds of Usufruct

No.	School ID	Name of School	Remarks
1			
2			
3			

Schools needing Deeds of Donation

No.	School ID	Name of School	Remarks
1			
2			
3			

Schools to be Titled (TCT or OCT) in the name of DepEd

No.	School ID	Name of School	Remarks
1			
2			
3			

Prepared:

Certified True and Correct:

Noted:

Legal Assistant

Legal Officer

Schools Division Superintendent

Annex 4: Summary of CY 2027 Targets

Instructions: The summary of target schools shall be based on Annex 3.
Please do not leave any cell blank. If there are no identified target schools, kindly input 0.

Summary of CY 2027 Targets
School Sites Titling

Schools Division Office:

Date:

	No. of Schools	Remarks
a. For Special Patent Application		
b. For Survey		
c. For Execution of Deed of Donation		
d. For Execution of Deed of Usufruct		
e. For Titiling (Transfer of Title or Original Certificate of Title)		

Prepared:

Certified True and Correct:

Noted:

Legal Assistant

Legal Officer

Schools Division Superintendent