



Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

March 10, 2021

**REGIONAL MEMORANDUM**

No. **122**, s. 2021

**REITERATION OF MEMORANDA RE: SUBMISSION OF REQUESTS FOR SCHOOL SITES TITLING, REGISTRATION OF SPECIAL PATENTS, ACQUISITION, AND PENDING CASES IN COURTS**

To: Schools Division Superintendents  
All Others Concerned

- Attached are memoranda relative to the submission of requests for acquisition of new school sites, titling, registration of special patents, and list of pending cases involving school sites.
- Immediate dissemination of and compliance with this MEMORANDUM are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
 Regional Director 

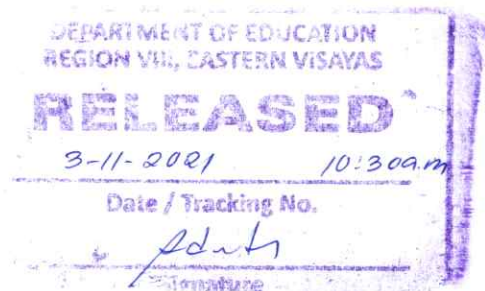
Enclosures: As stated

References: None

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

SCHOOL SITES	ACQUISITION	TITLING	SPECIAL PATENT	PENDING
CASES				

ORD-LU-ECC





**Republic of the Philippines**  
**Department of Education**

OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS  
DEPED COMPLEX, MERALCO AVENUE, PASIG CITY

---

**Sites Titling Office**

**MEMORANDUM**

**TO** : **ALL REGIONAL DIRECTORS**

**ATTENTION** : **SCHOOLS DIVISION SUPERINTENDENTS**

**SUBJECT** : **SUBMISSION OF REQUESTS FOR ACQUISITION OF NEW SCHOOL SITES**

**DATE** : **March 01, 2021**

---

This is to reiterate the Memorandum dated February 12, 2020 on the submission of fund requests for acquisition of new school sites to address congestion and safety issues in public schools.

It may be noted that there are Schools Division Offices (SDOs) that requested fund requests for acquisition of new school sites in CY 2019 and 2020, however, to this date, they have not submitted and/or completed the documentary requirements for acquisition of new sites. To facilitate the immediate downloading of funds for acquisition of new sites to address congestion and safety issues, you are hereby requested to submit the complete documentary requirements as indicated in the above-mentioned Memorandum. Previous requests for acquisition shall be prioritized if complete documentary requirements are completed and submitted on or before April 15, 2021. While, new fund requests with complete documentary requirements shall be submitted on or before May 31, 2021.

Regional Offices may request technical assistance from the Sites Titling Office on the process of acquisition of new school sites.

For SDOs with school sites cases that already attained finality or with Decision from the Courts ordering/directing the Department to pay the compensation of the value of the school site, you are likewise directed to submit your requests for funds for the payment of the school sites after the determination by the court of the value of the property.

For clarifications, please call Sites Titling Office at the following contact details: (02) 637-3743  
and [sto@deped.gov.ph](mailto:sto@deped.gov.ph)

For your information and please be guided accordingly.



**ATTY. ALBERTO T. ESCOBARTE, CESO III**  
Assistant Secretary



Republic of the Philippines  
**Department of Education**

OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS

---

**Sites Titling Office**

**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS

**ATTENTION :** SCHOOLS DIVISION SUPERINTENDENTS

**SUBJECT :** SUBMISSION OF REQUESTS FOR FUNDS FOR SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTRY OF DEEDS

**DATE :** March 01, 2021

---

In preparation of the downloading of funds for FY2021 for survey, titling of school sites, and registration of special patents, and in order for the Sites Titling Office (STO) to prioritize properly and determine the amount that will be downloaded to SDOs, request for funds by SDOs must be submitted through their respective regional offices (ROs) to the Office of the Assistant Secretary for Legal Affairs through STO **on or before March 31, 2021.**

The SDOs are advised that their respective requests should be ready for implementation in FY 2021. Thus, the SDOs are directed to go over public elementary and secondary school sites within its area of jurisdiction needing survey and titling with assistance of the school heads, and those school sites with approved special patents by DENR-Provincial Environment and Natural Resources Office (PENRO) that are transmitted to the Register of Deeds (RoD) for registration. The SDOs are likewise advised to undertake the following initial actions before submitting their requests:

1. Coordinate with the RoD within their area to find out the requirements and the cost for the transfer of title to determine the amount to be requested for transfer of title;
2. Coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire with a geodetic engineer on the estimate amount of survey; and



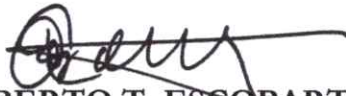
3. Coordinate with the DENR-PENRO for the list of approved special patents issued to public school sites that have been transmitted to RoD for registration, and confirm the list from the latter with a request on the corresponding amount to be paid for registration.

The funds to be requested by the SDOs shall cover only the titling and surveying costs, and the fees to be paid for the registration of approved special patents, excluding other incidental expenses.

Attached is the template to be used by ROs and SDOs in the submission of their respective requests for survey, titling of school sites, and registration of special patents.

For clarifications, please call Sites Titling Office at the following contact details: (02) 637-3743 and [sto@deped.gov.ph](mailto:sto@deped.gov.ph)

For your information and please be guided accordingly.



**ATTY. ALBERTO T. ESCOBARTE, CESO III**  
Assistant Secretary



Republic of the Philippines  
**Department of Education**  
Office of the Assistant Secretary for Legal Affairs


---

**Sites Titling Office**

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION: SCHOOLS DIVISION SUPERINTENDENTS

FROM :   
ATTY. ALBERTO T. ESCOBARTE, CESO III  
Assistant Secretary

SUBJECT : Reiteration on the Submission of School Sites Cases pending  
in courts

DATE : March 2, 2021

---

In view of the growing number of cases involving public school sites and to ensure that the Office of the Assistant Secretary for Legal Affairs through the Sites Titling Office (STO) have an updated, consolidated, and complete data of cases involving public school sites, this Office reiterates its Memorandum dated August 20, 2019 regarding the submission of list of cases handled by the Office of the Solicitor General (OSG) and DepEd lawyers deputized by OSG.

As stated in the above-mentioned Memorandum, the request for submission of the list of cases is aimed to monitor the status of the school sites cases handled by the OSG and DepEd deputized lawyers through coordination with the OSG and for the planning and programming of the STO.

In view of this, you are hereby requested to submit the list of school sites cases within your respective area of jurisdiction that are pending in court and those decided with finality. Please use the enclosed template hereto attached as Annex "A" for the submission of the said list **on or before April 30, 2021.**

For clarifications, please coordinate with the Sites Titling Office through telephone no. (02) 637-3743 or email at [sto@deped.gov.ph](mailto:sto@deped.gov.ph).

For compliance and guidance.

LIST OF CASES INVOLVING SCHOOL SITES PENDING IN COURT/DECIDED WITH FINALITY

DepEd Regional Office \_\_\_\_\_

SCHOOLS DIVISION	SCHOOL	DOCKET NO.	NATURE OF THE CASE	AMOUNT OF DAMAGES/INVOLED	HANDLED BY:		YEAR FILED	STATUS
					Name of OSG Handling Lawyer	Deputized DepEd Lawyer		

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Name and Designation

Schools Division Superintendent