

### Republic of the Philippines

# **Department of Education**REGION VIII - EASTERN VISAYAS

February 14, 2023

**REGIONAL MEMORANDUM** 

No. 1 3 2 , s. 2023

## REQUEST FOR FUNDS FOR SCHOOL SITES TITLING AND REGISTRATION AND INVENTORY OF SCHOOL SITES

To: Schools Division Superintendents
All Others Concerned

- 1. Attached is an unnumbered memorandum from the Office of the Undersecretary for Legal and Legislative Affairs, DepEd Central Office, relative to the provision of financial assistance to Schools Division Offices (SDOs) for school sites titling and surveying.
- 2. Request for funds from the SDOs must be submitted to this Office **on or before March 5, 2023.**
- 3. Immediate dissemination of and compliance with this memorandum are desired.

EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure:

As Stated

References:

None

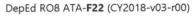
To be indicated in the Perpetual Index under the following subjects:

SCHOOL SITES TITLING FUND REQUEST 2023

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#### Republic of the Philippines

#### Department of Education

**Legal and Legislative Affairs** 

#### MEMORANDUM

TO

**ALL REGIONAL DIRECTORS** 

**ATTENTION:** 

SCHOOLS DIVISION SUPERINTENDENTS

FROM

JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.

Undersecretary for Legal and Legislative Affairs

AMANDA MARIU F. NOGRALES, J.D.

Assistant Secretary for Legal and Legislative Affairs

SUBJECT

SURVEYING, TITLING OF SCHOOL SITES, AND REGISTRATION

OF SPECIAL PATENTS IN THE REGISTRY OF DEEDS

DATE

FEB 0 9 2023

To support the efforts of the DepEd field offices in securing absolute ownership of untitled school sites, the Legal and Legislative Affairs (LLA), through the Sites Titling Office (STO), will be providing financial assistance to Schools Division Offices (SDOs) with school sites needing funds for survey and titling.

In preparation for the downloading of funds for surveying, titling of school sites, and registration of approved Special Patents, and in order to determine the amount that will be downloaded to SDOs, the request for funds must be submitted by SDOs through their respective Regional Offices (ROs) to LLA on or before March 15, 2023.

The SDOs are reminded that their respective requests should be ready for implementation this year taking into consideration the validity of the funds to be downloaded. Thus, the SDOs, with the assistance of the school heads, are directed to conduct an inventory of public elementary and secondary school sites within its area of jurisdiction needing surveying and titling, including school sites with approved Special Patents transmitted to the Registry of Deeds (RoD) for registration. The SDOs, with the assistance of the concerned school heads, are advised to do the following prior to submission of the fund requests:

- 1. Identify school sites needing segregation/subdivision survey and titling with complete documents;
- 2. Coordinate with the concerned RoD to identify the requirements and the cost for the transfer of title to determine the amount for transfer of title as basis for the request for funds;

- 3. Coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to determine the requirements and the cost for the conduct of survey of the concerned school sites. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire the cost of the survey in their area as basis for the amount to be requested for surveying; and
- 4. Coordinate with the DENR-Provincial Environment and Natural Resources Office (PENRO) for the list of approved Special Patents issued to public school sites that have been transmitted to RoD for registration. Likewise, confirm with DENR-PENRO, the said list together with a request on the corresponding amount to be paid for registration.

The funds to be requested by the SDOs should cover the costs for titling, surveying, registration of approved Special Patents, and incidental expenses such as transportation expenses. The fund request shall be supported by a Complete Staff Work with basis of the amount being requested.

Attached hereto is the template to be used by ROs and SDOs in the submission of its respective fund requests for survey and titling of school sites, and registration of approved Special Patents transmitted to RoD.

For any clarification, please contact Mr. Sobair Bato of the Sites Titling Office at the following contact details: (02) 8637-3743 and <a href="mailto:sto@deped.gov.ph">sto@deped.gov.ph</a>

For information and guidance.

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**FUND REQUEST FOR FY 2023**(Survey and Titling of School Sites and Registration of Special Patents)

Region:					
Name of School		<b>Estimated Amount For</b>			TOTAL
	Survey	Titling/Transfer of Title	of Registration Approved Patents	of Special	
والإنجاز والتراقية والإنجاز والمواجون والمواجون والمواجون والمواجون والمواجون والمواجون والمواجون والمواجون					
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Prepared by:		Appr	Approved by:		
Signature over Printed	Signature over Printed Name and Designation	an response to the second seco	Schools Div	ivision Superintendent	intendent