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

May 30, 2023

REGIONAL MEMORANDUM

No. **519**, s. 2023

ORIENTATION SCHOOL SITE TITLING, SURVEYING, AND REGISTRATION PROCESSES

To: Schools Division Superintendents
Division Legal Officers/Designates
Division SGOD Chief or Representative

1. The Office of the Regional Director - Legal Unit, will be conducting an orientation on school titling, surveying, and registration processes for the Regional and Division Legal Officers and SGOD Chiefs on **July 27-28, 2023**, at a venue which will be announced in a later memorandum. This activity aims to provide the basic concepts, requirements, and procedures on matters relating to surveying, titling, and registration of titles at the Registry of Deeds.
2. The participants to this activity are the personnel of the Regional Office- Legal Unit, Division Legal Officers/Designates, and School Governance Operations Division (SGOD) Chiefs or their authorized representative. See the attached matrix for reference.
3. The expenses in connection with this activity shall be charged against the fund of the Legal Unit-RO, while the travel, including lodging expenses of participants shall be charged against their local funds subject to the usual accounting and auditing rules and procedures.
4. Immediate dissemination of and compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: None
References: None
To be indicated in the Perpetual Index under the following subjects:

2023 ORIENTATION SCHOOL TITLING, SURVEYING, AND REGISTRATION

ORD-LU-ECC



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**ORIENTATION ON SCHOOL SITE TITLING, SURVEYING, AND REGISTRATION
PROCESSES**
July 27-28, 2023

Activity Matrix

Time/Day	Day 1 (July 27, 2023)	Day 2(July 28, 2023)
7:00 – 8:00	Arrival of Participants/ <i>Breakfast (first meal)</i>	BREAKFAST
8:15 – 8:30	Opening Program	Preliminaries
8:30- 10:30	Discussion: Current Status of DepEd RO VIII School Sites Ownership, Processes: Issuance of Tax Declaration, Special Patent, Survey,	Presentation of Reporting Mechanism of the RO and SDOs <i>Snacks (last meal)</i>
12:00-1:00	LUNCH	
1:00-5:00	Processes: Titling (Original/Transfer of Title/Spec. Patent/Other Modes), Registration of Title/Patent Open Forum	
6:00-7:00	DINNER	

Prepared by:


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Noted by:


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