



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

March 25, 2025

REGIONAL MEMORANDUM

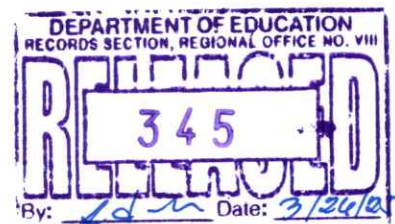
No. **345** s. 2025

**SUBMISSION OF UPDATED SCHOOL SITE DATA FOR THE CONSOLIDATION
OF A MASTER LIST OF ALL GOVERNMENT LANDS PURSUANT TO
ADMINISTRATIVE ORDER NO. 21, s. 2024**

To: Schools Division Superintendents
Division Legal Officers
Division Engineers
Sites Titling Focal
All Others Concerned

1. Attached is a Memorandum OULLA-2025-285 dated February 12, 2025, from the Office of Undersecretary for Legal and Legislative Affairs, Sites Titling Office, DepEd Complex, Meralco Avenue, Pasig City, relative to the submission of updated school site data for the consolidation of a master list of all government lands pursuant to Administrative Order No. 21, s. 2024.
2. The report shall be submitted through the attached link.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director *ds*



Enclosures: Memorandum, Administrative Order No. 21, Annex A
References: None

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

Inventory Update

DepEd Lands

Non-School Sites

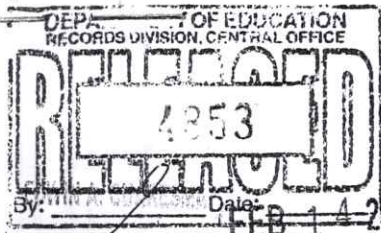
ORD-LU-MJSC



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

Page 1 of 1





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VIII

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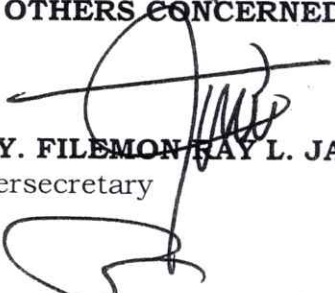
Republic of the Philippines


Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2025-285

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION CHIEFS
SITES TITLING FOCALS
ALL OTHERS CONCERNED

FROM : 
ATTY. FILEMON RAY L. JAVIER
Undersecretary


ATTY. CHRISTIAN E. RIVERO *cm*
Director IV
Supervising Director, Sites Titling Office
Office of the Undersecretary for Legal and Legislative Affairs

SUBJECT : Submission of Updated School Site Data for the Consolidation of a Master List of All Government Lands pursuant to Administrative Order No. 21, s. 2024

DATE : FEB 12 2025

This is in reference to the Administrative Order No. 21 entitled "Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands" ("AO 21"), mandating all national government agencies and instrumentalities the submission of a complete inventory of all their lands or inventories in their possession.

It can be recalled that this Office issued a MEMORANDUM OULLA-2024-1160 dated 05 August 2024, requiring the submission of data related to school site inventory. In relation therewith, this *Memorandum* serves as a directive to update the previously submitted data to reflect additional fields/columns included in the template provided by the Department of Environment and Natural Resources-Land Management Bureau ("DENR-LMB") in their *Letter* dated 27 December 2024. These updates aim to gather relevant information on DepEd School Site Properties.

Furthermore, the Schools Division Offices (SDOs) that have not yet submitted their data are reminded to comply promptly.

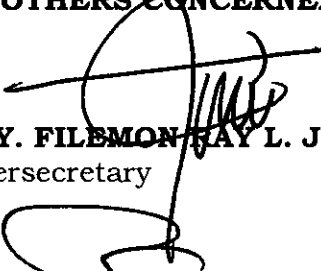
All SDOs must ensure compliance with the submission of the requested data for AO 21.




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

MEMORANDUM
OULLA-2025-285

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION CHIEFS
SITES TITLING FOCALS
ALL OTHERS CONCERNED

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Undersecretary


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

Note that the additional fields requested are as follows:

- a. **Lot Information** - Specify the number assigned to the particular property for identification purposes. The lot number can be found in Titles, Proclamations, and Transfer Documents;
- b. **Instrument of Transfer** - Identify the legal document, used to transfer the property, if any, such as but not limited to Deed of Sale and Deed of Donation;
- c. **Title Number** - Specify the title number and the registered owner as indicated in the title Original Certificate of Title/ Transfer Certificate of Title (OCT/TCT), along with the date of issuance, if applicable;
- d. **Proclamation Number** - State the Proclamation No./Executive Order No., if any, that covers the property, including the purpose for which it was reserved.

Please ensure full compliance with the requested data on or before **February 28, 2025**, through this link:

<https://tinyurl.com/447f7rcy>



For questions and/or clarifications regarding this matter, please contact the Sites Titling Office through telephone numbers at 8637-3743 or 8631-8491, or email at sto@deped.gov.ph

For immediate compliance.

Doc. No. 102682
STO11



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR LEGAL AND LEGISLATIVE AFFAIRS

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RECEIVED
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Republic of the Philippines
Department of Education
LEGAL AND LEGISLATIVE AFFAIRS


By: Yes Time: 11:24
Doc.#: _____
From: STO

MEMORANDUM

OULLA-2024- 1160

TO : ALL REGIONAL DIRECTORS
ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
ATTY. OMAR V. ROMERO
Undersecretary for Legal and Legislative Affairs


WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human
Resource and Organizational Development, and Administration

SUBJECT : INVENTORY OF PROPERTIES OF THE DEPARTMENT OF
EDUCATION BOTH SCHOOL SITE AND NON-SCHOOL SITE

DATE : AUG 05 2024

This pertains to the Administrative Order (AO) No. 21, series of 2024, entitled “Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council (IACC) for the Consolidation of a Master List of All Government Lands,” issued by the Office of the President on April 30, 2024.

Under the said Administrative Order, government lands shall refer to lands owned by the National Government and/or its agencies, departments, instrumentalities, bureaus, and offices such as but not limited to idle or abandoned lands or those that are no longer used for the purpose it was reserved or acquired; lands already titled or have yet to be titled under the name of the National Government or its agencies, departments, and instrumentalities, bureaus, and offices; and such other lands that the Inter-Agency Coordination Council (IACC) may prescribe.

Further, pursuant to Section 4 of the AO, all national government agencies are directed to prepare and submit a complete inventory of all their lands or inventories in their possession.



Address: 3F, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, 1600
Telephone Nos.: (02)8633-8925 / (02)8637-4611
Email Address: oula@deped.gov.ph
Website: www.deped.gov.ph

| | | | |
|----------------|----------|------|--------|
| Doc. Ref. Code | DM-OULLA | Rev | 00 |
| Effectivity | 09.01.23 | Page | 1 of 2 |



Accordingly, to comply with the above-mentioned AO, all Schools Division Offices are hereby directed to conduct an inventory of all DepEd lands within your respective areas, regardless of their classification and use, using the template attached as Annex A. Once completed, the same shall be submitted to the Office of the above-signed Undersecretary for Legal and Legislative Affairs via email at sto@deped.gov.ph **on or before August 31, 2024**, for submission to the IACC.

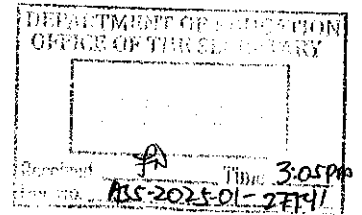
For information and compliance.

REPUBLIC OF THE PHILIPPINES
INTER-AGENCY COORDINATING COUNCIL FOR THE CONSOLIDATION OF
A MASTER LIST OF ALL GOVERNMENT LANDS (A.O. 21 S. 2024)



HON. JUAN EDGARDO ANGARA
Secretary
Department of Education
Deped Complex, Meralco Avenue, Pasig, 1600 Metro Manila

27 DEC 2024



Dear Honorable Angara:

This refers to Administrative Order No. 21 (A.O. 21) entitled "Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands" which was signed last April 30, 2024.

As stated in the aforesaid AO, all national government agencies, including GOCCs and relevant bodies, must prepare and submit a complete inventory of their lands to the Coordinating Council through the Secretariat. Full cooperation is mandatory for the preparation of the said Master List.

The objective of this Administrative Order is to ensure the efficient and effective allocation and utilization of land resources for the country's national development goals. As part of this effort, we kindly request your agency's cooperation in providing the necessary information regarding government lands under your jurisdiction.

If your agency already maintains a database or inventory of government lands, may we advise that this be updated in preparation for the digital submission of the inventory. Currently, the digital platform for the purpose of the master list is still being finalized. In preparation for the encoding of your properties, you may use the attached inventory form.

The timely submission of this information is essential to meet the objectives outlined in Administrative Order No. 21. Therefore, we kindly request that this matter be given attention within your agency.

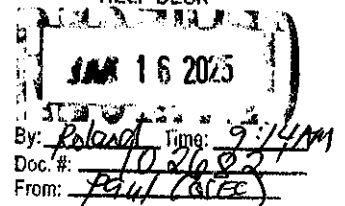
Your prompt cooperation in this matter is highly appreciated. Should you have any questions or require clarification regarding this request, please do not hesitate to contact us through **Mr. Alex C. Pascua, OIC Chief, Land Management Division** of DENR-LMB at 0945-281-3387, (02) 8255-5486 or imd@lmb.gov.ph.

Thank you.

Very truly yours,

102682

DEPARTMENT OF EDUCATION
LEGAL AFFAIRS
HELP DESK



Emelyne V. Talabis
ATTY. EMELYNE V. TALABIS, CESO III
Director, Land Management Bureau
Secretariat, A.O. 21 Inter-Agency Coordinating Council



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11:41 AM
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Republic of the Philippines
(Please insert Logo and name of the Submitting Agency)

INVENTORY OF GOVERNMENT LANDS

| No. | PSGC No. | Location of the land | | | | Total Area (in sqm.) | Proof of Ownership/ Claim (Title No./ Instance) | | | Zoning Classification * | Actual Land Use ** | Other Information |
|-----|----------|----------------------|----------|--------------------|----------|----------------------|---|----------------|--|-------------------------|--------------------|-------------------|
| | | Region | Province | Municipality/ City | Barangay | | Lot Information | Title No. 1.a. | Proclamation No./ Executive Order No. 4.b. | | | |
| 1 | | 14 | 28 | 24 | 24 | 3 | | | | 5 | 4 | 7 |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |

Prepared by:

(NAME AND DESIGNATION)

Approved by:

(NAME OF THE AUTHORITY)

Note:
 * Zoning Classification: Mixed-use, Residential, Commercial, Institutional, Industrial, Agricultural, others, per CLUP of concerned Local Government Unit (LMU)
 ** Actual Land Use: Idle/Abandoned/Vacant, Airstrip use, Residential, Commercial, Industrial, Agricultural, others.
 Other Information: Director/Administrator/Provisional Officer

Guide on how to fill out the form

| Field Number | Information Required |
|---------------------|--|
| 1 | Specify the PSGC (Philippine Standard Geographic Code) assigned to the particular property for identification purposes. It is a systematic classification and coding of geographic areas in the Philippines issued by the PSA. |
| 2.a | Specify the name of the Region where the property is located |
| 2.b | Specify the name of the Province where the property is located |
| 2.c | Specify the name of the Municipality where the property is located |
| 2.d | Specify the name of the Barangay where the property is located |
| 2.e | Specify the number assigned to the particular property for identification purposes. Lot Number can be found in Titles, Proclamations, and Transfer Documents |
| 3 | Specify the Total area of the property in square meters. Total Area can be found in Titles, Proclamation, and Transfer Documents |
| 4.a | Specify the Title Number and the owner which can be found in a title (OCT/TCT) and the date issued. (if applicable) |
| 4.b | Specify the Proclamation No./ Executive Order No. which covers the property. Specify the purpose for which the property was reserved. (if applicable) |
| 4.c | Specify the Instrument of Transfer (Deed of Sale, Deed of Donation, etc.) which covers the property. (if applicable) |
| 5 | Specify the particular classification of the property per the Comprehensive land Use Plan (CLUP) of the LGU. |
| 6 | Specify the actual use of the property. |
| 7 | Input any additional comment or observation that was not mention in the above enumerations regarding the subject property. |