



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division  
Superintendent

March 2, 2023

02 MAR 2023

DIVISION MEMORANDUM  
No. 148 s. 2023

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 0112, S. 2023 TITLED  
“SURVEYING, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL  
PATENTS IN THE REGISTRY OF DEEDS”**

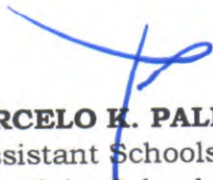

**To :** Assistant Schools Division Superintendent/s  
Chiefs, CID and SGOD  
Division Education Program Supervisors  
Public Schools District Supervisors/District in-Charge  
Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, this Office disseminates Regional Memorandum No. 0112, s. 2023 dated February 20, 2023 titled **“Surveying, Titling of School Sites, and Registration of Special Patents in the Registry of Deeds”**.

2. Attention is invited to the attached Central Office Memorandum dated February 9, 2023 particularly from the Legal and Legislative Affairs, where a template titled “Fund Request For FY 2023” is also attached. If applicable to your school, please accomplish the template and submit the same to the Division Office thru the Legal Office **on or before March 13, 2023**. *Herewith attach is a copy of the Regional Memorandum and the Central Office Memorandum for reference.*

3. Immediate and wide dissemination of this Memorandum is desired.

**By Authority of the Schools Division Superintendent:**

  
**MARCELO K. PALISPIS, EdD, JD**   
OIC- Office of the Assistant Schools Division Superintendent  
Office-In-Charge, Office of the Schools Division Superintendent

2/2/23

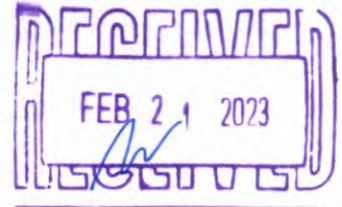
SPP/JMA-MKP--NLR/ETS/mdp



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS



**Office of the Regional Director**

FEB 20 2023

REGIONAL MEMORANDUM

No. 0112, s. 2023

**SURVEYING, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS IN THE REGISTRY OF DEEDS**

To: All Schools Division Superintendents  
Officers-in-Charge of Schools Divisions

1. Enclosed is a copy of the Memorandum, dated February 9, 2023, signed by both the Undersecretary and Assistant Secretary for Legal and Legislative Affairs of DepEd Central Office, informing all concerned that they will be providing financial assistance to Schools Division Offices (SDOs) with school sites needing funds for survey and titling.
2. Attention is invited to Paragraphs 2 and 3 of the said Memorandum, particularly on the things to do prior to the submission of the fund requests. The deadline for submission to DepEd Central Office shall be done not later than March 15, 2023.
3. As stated, the funds to be requested by the SDOs should cover the costs of 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 requested.
4. The use of the required template is required.
5. For immediate dissemination and compliance.



SALUSTIANO T. JIMENEZ, Ed.D., JD, CESO V  
Director IV

STJ/LJEB/cjmm



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Republic of the Philippines  
**Department of Education**  
Legal and Legislative Affairs

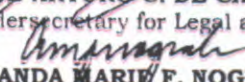
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**MEMORANDUM**

**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 MARIE F. NOGRALES, J.D.**  
Assistant Secretary for Legal and Legislative Affairs *AM*

**SUBJECT :** SURVEYING, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS IN THE REGISTRY OF DEEDS

**DATE :** FEB 09 2023

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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 [sto@deped.gov.ph](mailto:sto@deped.gov.ph)

For information and guidance.

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

Region: \_\_\_\_\_  
 Division: \_\_\_\_\_

Name of School	Estimated Amount For		TOTAL
	Survey	Titling/Transfer of Title	

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

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

Signature over Printed Name and Designation

Schools Division Superintendent