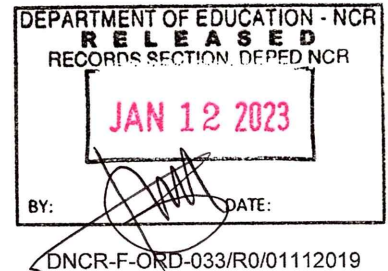





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

NCR No. 015 s. 2023

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
SGOD CHIEFS  
DIVISION ENGINEERS

**FROM :**  WILFREDO E. CABRAL, CESO III  
Regional Director

**SUBJECT :** Validation of School Sites for Survey and Titling in FY 2023 and Monitoring of Survey and Titling of School Sites in FY 2019-2021

**DATE :** January 12, 2023

1. Attached is Unnumbered Memorandum dated January 11, 2023 from the Office of the Undersecretary, relative to the conduct of Validation for Survey and Titling of School Sites for FY 2023 and Monitoring of Survey and Titling of School Sites in FY 2019-2021. For the Schools Division Offices (SDOs) downloaded with funds for survey and titling. The activity aims to ensure that only SDOs with school sites that will qualify for survey and titling shall be downloaded with funds in FY 2023, taking into consideration those requests for survey and titling that were not accommodated in previous fiscal years.
2. In relation to this, all Division Engineers are advised to identify untitled school sites within your respective area that will qualify for survey and titling and consolidate the following documentary requirements of untitled school sites in preparation for its survey and titling:
  - a. Copy of the notarized Deed of Donation
  - b. Original copy of owner's duplicate of OCT/TCT, if donated property is a titled property;
  - c. Copy of Approved Survey Plan
  - d. Certified true copy of Tax Declaration
  - e. Certificate of no tax delinquency
  - f. Transfer tax





Republic of the Philippines  
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NATIONAL CAPITAL REGION

DNCR-F-ORD-033/R0/01112019

- g. BIR clearance
  - h. DAR clearance (if agricultural land/camotal land)
3. Representative/s from the Site Titling Office (STO) will conduct the validation and monitoring of school sites for survey and titling on **May 3, 2023**, at **DepEd-NCR, Misamis st., Bago Bantay, Quezon City**.
  4. For further information and clarifications, please contact Ms. Angeline Lana of STO at telephone number (02) 8637-3743 or through email address: [sto.deped.gov.ph](mailto:sto.deped.gov.ph)
  5. For compliance.

ESSD/ruz



Misamis St., Bago Bantay, Quezon City  
Tel. Nos.: 920-5824: 926-2213 loc. 801  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depedictncr.wordpress.com>





Republic of the Philippines  
**Department of Education**  
Legal Affairs  
DepEd Complex, Meralco Avenue, Pasig City

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**MEMORANDUM**

**TO :** ALL REGIONAL OFFICES

**FROM :** *[Signature]*  
**JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.**  
Undersecretary for Legal Affairs  
*[Signature]*  
**AMANDA MARIE F. NOGRALES, J.D.**  
Assistant Secretary for Legal Affairs *[Signature]*

**SUBJECT :** Validation of School Sites for Survey and Titling in FY 2023 and Monitoring of Survey and Titling of School Sites in FY 2019-2021

**DATE :** JAN 11 2023

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The Legal Affairs Strand through the Sites Titling Office (STO) will conduct a validation for survey and titling of school sites for FY 2023 and monitoring of the survey and titling of school sites in FY 2019 – 2021 for Schools Division Offices (SDOs) downloaded with funds for survey and titling. This activity aims to ensure that only SDOs with school sites that will qualify for survey and titling shall be downloaded with funds in FY 2023, taking into consideration those requests for survey and titling that were not accommodated in previous fiscal years.

In view of this, you are hereby directed to coordinate with your respective SDOs to identify untitled school sites within your area that will qualify for survey and titling. The SDOs shall start consolidating the following documentary requirements of untitled school sites in preparation for its survey and titling:

- a. Copy of the notarized Deed of Donation
- b. Original copy of owner's duplicate of OCT/TCT, if donated property is a titled property;
- c. Copy of Approved Survey Plan
- d. Certified true copy of Tax Declaration
- e. Certificate of no tax delinquency
- f. Transfer tax
- g. BIR clearance
- h. DAR clearance (if agricultural land/camotal land)

Representative/s from the STO will conduct the validation and monitoring of school sites for survey and titling starting January 2023. Below are the schedules of the regional visits of STO personnel:

<b>Region</b>	<b>Date</b>	<b>Venue</b>
Region I	February 1, 2023	Regional Office No. I Flores St., Catbangan, San Fernando, La Union City
Region II	March 1, 2023	Regional Office II Carig, Tuguegarao City, Cagayan
Region III	February 8, 2023	Regional Office III Maimpis, City of San Fernando, Pampanga
Region IV-A	January 18, 2023	Regional Office IV-A Karangalan ES, Karangalan Village, Cainta, Rizal
Region IV-B	January 25, 2023	Regional Office IV-B Meralco Ave. corner St. Paul Road Pasig City
Region V	April 19, 2023	Regional Office V Rawis, Legazpi City
Region VI	March 8, 2023	Regional Office VI Duran St., Iloilo City
Region VII	April 26, 2023	Regional Office VII Sudlon, Lahug, Cebu City
Region VIII	February 22, 2023	Regional Office VIII Government Center, Candahug, Palo, Leyte
Region IX	March 29, 2023	Regional Office IX Tiguma, Airport Road, Pagadian City
Region X	April 4, 2023	Regional Office X Masterson Avenue, Upper Balulang, Cagayan de Oro City
Region XI	March 22, 2023	Regional Office XI F. Torres., Davao City
Region XII	April 12, 2022	Regional Office XII Carpenter Hill, Koronadal City
CAR	February 15, 2023	Regional Office of CAR Wangal, La Trinidad, Benguet
CARAGA	March 15, 2023	Regional Office of CARAGA Km. 3, Libertad St., Butuan City
NCR	May 3, 2023	Regional Office of NCR Misamis St., Bago Bantay, Quezon City
BARMM	May 10, 2023	Ministry of Basic Education ORC Compound, Cotabato City, 9600 Maguindanao

For further information and clarifications, please contact Ms. Angeline Lana of the STO at telephone number (02) 8637-3743 or through email address: [sto@deped.gov.ph](mailto:sto@deped.gov.ph).

For your information and guidance.