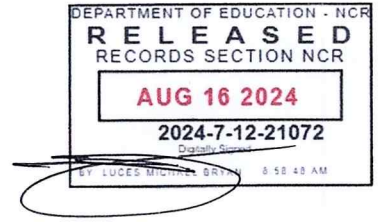




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024-830

TO : **SCHOOLS DIVISION SUPERINTENDENT**
 SDO Caloocan City
 SDO Las Piñas City
 SDO Quezon City
 SDO San Juan City
 SDO Manila

FROM : **JOCELYN DR. ANDAYA** *Chyf*
 Director IV

SUBJECT : **GUIDELINES ON THE UTILIZATION OF FUNDS FOR SURVEY AND TITLING OF SCHOOL SITES OF THE DEPARTMENT OF EDUCATION (DEPED)**

DATE : July 26, 2024

1. Enclosed is a copy of the Memorandum dated July 4, 2024, from Atty. Omar Alexander V. Romero, Undersecretary for Legal and Legislative Affairs, and Annalyn M. Sevilla, Undersecretary for Finance, relative to the above-captioned matter, for information.
2. For immediate dissemination.



Address: 6 Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1





Republic of the Philippines
Department of Education
LEGAL AND LEGISLATIVE AFFAIRS

DEPARTMENT OF EDUCATION
 OFFICE OF THE UNDER SECRETARY
 FOR LEGAL AND LEGISLATIVE AFFAIRS
 JUN 27 2024
 STO-2024-285
 By: *Puy* Time: 4:55
 Doc. #
 From: STO

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION: SCHOOLS DIVISION SUPERINTENDENTS

FROM : *MAR ROMERO*
ATTY. OMAR ALEXANDER V. ROMERO *74*
 Undersecretary for Legal and Legislative Affairs

Annalyn M. Sevilla
ANNALYN M. SEVILLA
 Undersecretary for Finance *31*

SUBJECT : Guidelines on the Utilization of Funds for Survey and Titling of School Sites of the Department of Education (DepEd)

DATE : JUL 04 2024

DEPARTMENT OF EDUCATION
 LEGAL AND LEGISLATIVE AFFAIRS
RECEIVED
 JUL 05 2024
 By: A.S. RAYMUNDO Time: 09:29 AM
 Doc. No.: 99657
 From: OULLA-KISB
 DEPARTMENT OF EDUCATION
 LEGAL AFFAIRS
 HELP DESK

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 WARC RYANT EBOL 10:30 AM
 By: Time:
 Doc. #: 99657
 From: A.S. RAYMUNDO

REC'D: 07/08/2024 04:05 PM
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This has reference to the funds to be downloaded to DepEd Schools Division Offices (SDOs) for surveying and titling of untitled school sites or transfer of title of sites acquired through donation, exchange of property, and sale. These funds are requested by DepEd field offices pursuant to the February 9, 2023 Memorandum.

I. Rationale

Basic education is vital in nation building. Thus, it is the policy of the State to provide children with a safe and conducive learning environment for all Filipino learners. However, Department of Education (DepEd) schools are often subjected to property disputes attributed to insecure ownership of their school sites, which unfortunately also disturbs the learning of the students. As such, it is necessary to secure the absolute land ownership of the DepEd Schools.

Pursuant to the 1987 Philippine Constitution, the State shall protect and promote the right of all citizens to quality education at all levels and take appropriate steps to make education accessible to all. By these, the Department of Education is mandated not only to provide access to quality education but also a conducive learning environment for school children. The Department must ensure the continuous and smooth operation, maintenance, and development of its schools that will support the learning of school children in the public school system. It must also secure its investments by ensuring that the school sites are under the absolute ownership of the Department of Education, free of any contest from other parties.



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Effectivity	09.01.23	Page	1 of 2



Certificate No. PHP
 QMS 22 93 0085

The General Appropriations Act has allocated funds to the Department of Education (DepEd) for the acquisition, survey, and titling of DepEd school sites under the budget item on *Improvement and Acquisition of School Sites* handled by the Sites and Titling Office (STO).

These guidelines are hereby provided for the proper utilization of the said budget allocation.

II. Scope

This Memorandum shall cover all actions of DepEd field offices in the utilization of the funds pertaining to registration, transfer of title, surveying, and titling of public school sites. It shall cover the utilization of the FY 2024 (R.A. 11975) current funds, as well as the FY 2023 (R.A. 11936) continuing funds, under the Improvement and Acquisition of School Sites program.

Please see annexes “A” and “B” for respective allotments for the current and continuing funds based on the submitted requests and limited budget.

III. Standards and Procedures

A. MOOE Allocation

In the utilization of the funds under the Maintenance and Other Operating Expenses (MOOE) of the Improvement and Acquisition of School Sites, the Department, through the Sites Titling Office, shall expend the same for survey, titling of school sites, and registration of Special Patents in the Register of Deeds (RoD). For the utilization of the said funds, the Department shall give priority to school sites covered by Presidential Proclamations, Tax Declarations under the name of the Department Education-School concerned, those that have been donated to and acquired by DepEd through purchase and exchange but not yet transferred in the name of DepEd, and for the registration of special patents transmitted to Register of Deeds.

B. Survey

Untitled school sites including those acquired through donation, sale, and exchange and covered by Proclamations that are ready for registration/titling but without approved survey plans shall be given priority for a survey. The Schools Division Office (SDO), through the division focal person on school sites, shall coordinate with the DENR for the conduct of the survey. If DENR cannot conduct the survey, the SDO shall engage the services of a Geodetic Engineer (GE)/Surveying Firm (SF) through the appropriate mode of procurement as provided under Republic Act No. 9184.¹

The focal person on school sites shall prepare the requirements for the procurement of a GE/SF, with assistance from the Division Attorney, who shall see to it that the documents are complete for submission to the Division Bids and Award Committee (BAC).

¹ Government Procurement Reform Act

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The focal person on school sites in coordination with the division engineer and concerned school head shall assist the GE/SF in the conduct of a land survey.

Once the survey is completed, the original copy of the Approved Survey Plan by the DENR shall be under the custody of the SDO Records Division, and a certified true copy shall be appended to the request for application for issuance of a Special Patent.

C. Transfer of Title

The transfer of title of school sites acquired by DepEd through Deeds of Donation/Exchange/ Sale shall be initiated by the school head in coordination with the division attorney and focal person on school sites. The Deeds of Donation/Exchange/Sale and other documents required for the transfer of title shall be prepared by the school head with the assistance of the division focal person. They shall cause the transfer of title or registration of donated/exchanged/purchased school site with the Register of Deeds where the site is situated.

The school site shall be registered in the name of the Department of Education and the name of the school shall be indicated, e.g., "Department of Education-San Antonio Elementary School."

C. Registration of Special Patents

For approved special patents transmitted to the RoD for registration, the corresponding fees for their registration shall be paid by the Schools Division Office either through the division focal person or the School Head concerned. Once the special patents are registered and released by the RoD, the original copies shall be in the custody of the SDO and only certified true copies of the same shall be given to the division legal unit and school concerned.

D. Release and Utilization

The utilization of the funds to be downloaded to the SDOs is limited to the payment of fees and other related costs for the survey, titling of school sites, and the registration of special patents transmitted to RoD. It shall also include the transportation expenses incurred in facilitating the said activities.

Once the funds for the survey, registration, and titling of school sites are downloaded, the ROs and SDOs shall facilitate the surveying and titling activities. The use of the funds herein shall be in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.

E. Management and Custody of School Sites Ownership Records

All original copies of documents of ownership of public school sites shall be in the custody of the Schools Division Office, through its Records Office. Copies of school site ownership documents may be requested by the School concerned and the SDO Legal Unit when needed.



Address: 2nd Floor, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City, 1600
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Doc. Ref. Code	CO-LLA-STO	Rev	00
Effectivity	09.20.21	Page	3 of 2



Certificate No. PHP
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Once the certificate of title is released from the Register of Deeds, the focal person on school sites shall inform the Schools Division Superintendent.

F. Reporting

Each SDO is accountable for the disbursement and liquidation of funds based on the activities set forth in these guidelines subject to the usual accounting and auditing rules and regulations.

Upon completion of the surveying and titling of school sites and the registration of Special Patents with the RoD, the SDO shall submit an accomplishment report using Enclosure I and electronic copies of the documentation of the completed transactions (e.g., TCT, land survey blueprint) to the RO.

The RO shall consolidate the accomplishment reports submitted by the SDOs using the format in Enclosure 2, and submit to the Sites Titling Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City.

IV. Monitoring and Evaluation

To ensure the effective implementation of the activities set forth in these guidelines, the Sites Titling Office in coordination with the Regional Offices shall monitor the implementation and utilization of the funds for the abovementioned activities.

Doc. No. 99657

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Request for Survey, Titling of School Sites and Registration of Special Patents FY 2024

Regions	Division	Allocation into Division
III	Balanga City	P 325,000.00
	Gapan City	P 95,000.00
	Zambales	P 1,459,462.10
		P 1,879,462.10
VIII	Northern Samar	P 180,000.00
	Tacloban City	P 135,000.00
	Samar	P 71,546.16
		P 386,546.16
XI	Davao City	P 1,092,000.00
		P 1,092,000.00
CAR	Abra	P 1,145,000.00
	Apayao	P 134,939.35
	Baguio City	P 238,290.92
	Mountain Province	P 1,299,155.74
	Benguet	P 1,463,155.73
	Tabuk City	P 1,019,000.00
		P 5,299,541.74
	TOTAL	P 8,657,550.00

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p.1/4

**Request for Survey, Titling of School Sites and Registration of Special Patents
FY 2024**

Regions	Division	Allocation into Division
I	Batac City	P 117,500.00
	Vigan City	P 80,000.00
		P 197,500.00
II	Cagayan	P 37,500.00
	Iligan City	P 120,000.00
	Quirino	P 106,500.00
		P 264,000.00
IV-A	San Pedro City	P 163,902.00
	Biñan City	P 350,615.00
	Dasmariñas City	P 1,611,306.00
	Batangas	P 480,000.00
	Gen. Trias City	P 1,611,306.00
	Quezon Province	P 1,611,306.00
	Laguna	P 1,611,306.00
	Rizal	P 1,611,306.00
	Cavite	P 1,648,193.00
		P 10,699,240.00
IV-B	Calapan City	P 504,261.00
	Marinduque	P 1,611,306.00
	Romblon	P 395,000.00
	Palawan	P 1,611,307.00
		P 4,121,874.00
V	Albay	P 1,611,306.00
	Sorsogon City	P 390,000.00
	Masbate Province	P 434,000.00
	Sorsogon Province	P 668,000.00
	Ligao City	P 340,000.00
	Camarines Sur	P 1,648,150.00
	Iriga City	P 22,696.00
	Camarines Norte	P 1,150,000.00
	Catanduanes	P 818,246.00
	Legazpi City	P 120,000.00
	Naga City	P 105,000.00
	Tabaco City	P 835,000.00
	Masbate City	P 206,000.00
		P 8,348,398.00
VI	Antique	P 1,611,306.00
	Cadiz City	P 1,611,306.00
	Iloilo	P 1,611,306.00
	Silay City	P 610,000.00
	San Carlos City	P 392,000.00
	Guimaras	P 1,611,307.00
	Negros Occidental	P 750,000.00

	Himamaylan City	P	150,000.00
	Bacolod City	P	540,000.00
	Talisay City	P	1,611,307.00
		P	10,498,532.00
VII	Naga City (Cebu)	P	126,100.00
	Lapu-lapu City	P	90,000.00
	Bais City	P	153,000.00
	Guihulngan City	P	1,611,307.00
	Siquijor	P	323,000.00
		P	2,303,407.00
IX	Zamboanga Sibugay	P	1,611,307.00
	Zamboanga del Sur	P	485,000.00
	Dipolog City	P	175,000.00
	Isabela City	P	540,016.00
	Zamboanga del Norte	P	720,000.00
		P	3,531,323.00
X	Bukidnon	P	1,611,306.00
	Cagayan de Oro City	P	1,230,000.00
	Camiguin	P	275,000.00
	Gingoog City	P	1,611,306.00
	Lanao del Norte	P	1,450,000.00
	Malaybalay City	P	1,611,307.00
	Ozamis City	P	890,000.00
		P	8,678,919.00
XI	Island Garden of Samal	P	1,168,000.00
	Davao del Norte	P	505,000.00
	Davao del Sur	P	1,611,307.00
	Davao de Oro	P	1,648,110.00
	Mati City	P	300,000.00
	Tagum City	P	200,000.00
	Davao Occidental	P	1,611,306.00
	Davao Oriental	P	1,611,306.00
	Panabo	P	920,000.00
		P	9,575,029.00
XII	Koronadal City	P	555,000.00
	Cotabato Province	P	64,000.00
		P	619,000.00
XIII	Surigao City	P	290,000.00
	Bislig City	P	372,000.00
	Surigao del Sur	P	1,475,000.00
	Agusan del Norte	P	218,500.00
	Agusan del Sur	P	1,611,307.00
	Butuan City	P	380,000.00
	Bayugan City	P	550,000.00
	Cabadbaran City	P	30,000.00
	Dinagat Islands	P	180,000.00
	Surigao del Norte	P	509,000.00
	Siargao	P	117,000.00
		P	5,732,807.00

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P. 3/4

NCR	Caloocan City	P	480,000.00
	Las Piñas City	P	685,000.00
	Quezon City	P	270,000.00
	San Juan City	P	525,000.00
	Manila City	P	70,000.00
		P	2,030,000.00
	TOTAL	P	66,600,029.00

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