



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



September 24, 2024

**REGIONAL MEMORANDUM**

No. 987, s. 2024

To: **SCHOOLS DIVISION SUPERINTENDENTS  
 ALL OTHERS CONCERNED**

**INVENTORY OF ORIGINAL COPIES OF OWNER'S DUPLICATE OF  
 CERTIFICATES OF TITLE AND SPECIAL PATENTS OF PUBLIC SCHOOL  
 SITES**

1. Enclosed is a copy of the Memorandum OULLA-2024-1317 dated September 13, 2024, from Atty. Omar V. Romero, Undersecretary for Legal and Legislative Affairs, and Atty. Christian E. Rivero, Director IV, Sites Titling Office, relative to the above-captioned matter.
2. Attention is invited to the third paragraph, as regards the requested inventory of all original copies of certificates of title issued to public school sites and submit the same to the Office of the Undersecretary for Legal and Legislative Affairs for consolidation on or before October 15, 2024.
3. For strict compliance.

**JOCELYN DR. ANDAYA**  
 Director IV

LEGAL/02



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Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM  
OULLA-2024- 1317

TO : REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

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

*Christian E. Rivero*  
ATTY. CHRISTIAN E. RIVERO  
Director IV  
Supervising Director, Sites Titling Office

SUBJECT : INVENTORY OF ORIGINAL COPIES OF OWNER'S DUPLICATE OF CERTIFICATES OF TITLE AND SPECIAL PATENTS OF PUBLIC SCHOOL SITES

DATE : SEP 13 2024

This pertains to the upcoming project of the Department of Education (DepEd) through the Sites Titling Office (STO) under the Office of the Undersecretary for Legal and Legislative Affairs, with the Land Registration Authority (LRA) for the conversion of manually-issued certificates of title into e-Title of the Title Upgrade Program under the Land Titling Computerization Project (LTCP) of the LRA.

The e-Titling of manually issued certificates of title is aimed at ensuring the safety and protection of the ownership titles of DepEd real properties, eliminating threats associated with manual copies. This project protects the integrity of ownership documents, making them less susceptible to tampering or fraud and it also promotes transparency and helps prevent disputes or fraudulent transactions.

During STO's meeting with the LRA, their requirement for this project is the turnover of the original copies of manually-issued certificates of title, including original copies of special patents issued to public school sites. For this reason, and in preparation of the implementation of the project, this Office requests the inventory of all original copies of certificates of title issued to public school sites and submit the same to this Office for consolidation on or before October 15, 2024.



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Website:

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Effectivity	09.01.23	Page	1 of 2



(cc: OSEC, OUPs)



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2024- 1317

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Undersecretary for Legal and Legislative Affairs

ATTY. CHRISTIAN E. RIVERO
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Supervising Director, Sites Titling Office

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(cc: OSEC, OUPs)

For any clarification, please coordinate with Mr. Fahad B. Balindong of the Sites Titling Office at the following contact details, telephone number: (02) 8637-3743 or at email address: [sto@deped.gov.ph](mailto:sto@deped.gov.ph).

For information and compliance.

Doc No. 100624