



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



February 18, 2025

REGIONAL MEMORANDUM

No. ~~180~~ s. 2025

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

**SUBMISSION OF REQUEST FOR FUNDS FOR SURVEY, TITLING OF
SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS
TRANSMITTED TO REGISTRY OF DEEDS FOR FISCAL YEAR 2025**

1. Enclosed is a copy of the Memorandum OULLA-2025-203 dated February 5, 2025, from Atty. Filemon Ray L. Javier, Undersecretary for Legal and Legislative Affairs, and Atty. Christian E. Rivero, Director IV, Supervising Director, Sites Titling Office, relative to the above-captioned matter.
2. Attention is invited to the first paragraph, as regards the funding requests and submit the same through their respective Regional Offices (ROs) to the Sites Titling Office **on or before February 28, 2025**.
3. For strict compliance.

JOCELYN DR. ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge,

Office of the Assistant Secretary for Operations

LEGAL/02



Address: 6 Misamis St., Bago Bantay, Quezon City

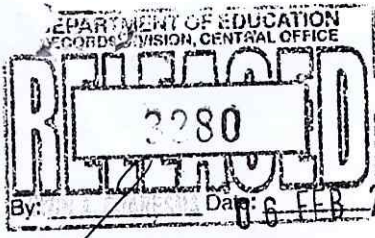
Email address: ncr@deped.gov.ph

Website: depedncr.com.ph



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2025- 203

FOR : **ALL REGIONAL DIRECTORS**
ATTENTION : **ALL SCHOOLS DIVISION SUPERINTENDENTS**
FRO : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary

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

SUBJECT : Submission of Request for Funds for Survey, Titling of School Sites, and Registration of Special Patents transmitted to Registry of Deeds for Fiscal Year 2025
DATE : FEB 05 2025

As part of its 2025 budget, the Department of Education (DepEd), through the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) and the Sites Titling Office (STO), will allocate funding to support Schools Division Offices (SDOs) in securing absolute ownership of public school sites. This funding will be specifically earmarked for the survey, titling, and registration of school sites, ensuring that SDOs have the necessary resources to complete these vital processes. In preparation for the release of funds for survey and titling of school sites, as well as registering Special Patents with the Registry of Deeds (RoD), SDOs must submit their funding requests through their respective Regional Offices (ROs) to the DepEd STO **on or before 28 February 2025.**

Consequently, it is for SDOs to ensure their requests are prepared for execution within the current year, given the validity period of the allocated funds. To facilitate this, SDOs, with the assistance of their school heads, are instructed to conduct a thorough inventory of public elementary and secondary school sites that require survey and titling or have approved Special Patents pending registration with the RoD. This includes school sites previously donated to the DepEd but remain untitled or not yet transferred under the name of the DepEd. Prior to submission of the requests, SDOs are advised to undertake the following actions:

1. Identify school sites that need segregation or subdivision surveys and titling, ensuring that all required documents are complete;



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





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

2. Consult with the respective RoD to determine the necessary requirements and estimated costs for transferring titles, which will form the basis of the funding request;
3. Collaborate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to confirm the requirements and costs for conducting surveys of school sites. If DENR-CENRO cannot perform the surveys, SDOs should obtain cost estimates from local survey providers; and
4. Coordinate with the DENR-Provincial Environment and Natural Resources Office (PENRO) to secure a list of approved Special Patents already transmitted to RoD for registration. Additionally, confirm with DENR-PENRO the corresponding fees required for the registration process.

Accordingly, the funds shall be used solely for the intended purpose and that the same are effectively and efficiently utilized within the designated funding period. The funding requests should include estimates for all costs related to titling, survey, registration, and incidental expenses such as transportation. Moreover, the submissions shall be accompanied by a Complete Staff Work Report (CSWR), detailing the basis for the requested amount.

Attached hereto is the template to be used by ROs and SDOs in the submission of their respective requests for the survey and titling of school sites, and registration of approved Special Patents transmitted to RoD.

For questions or additional information, please contact Mr. Jerome Broso of the STO via phone at (02) 8637-3743 or email at sto@deped.gov.ph.

For compliance and guidance.

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 STO 6 & 8

