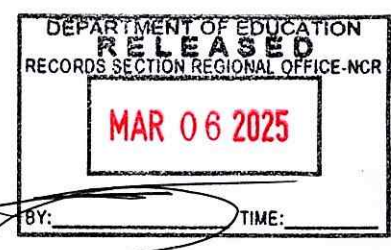


Legal



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



February 25, 2025

**REGIONAL MEMORANDUM**  
No 206, s. 2025

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

**INVENTORY OF NON-SCHOOL PROPERTIES OF THE DEPARTMENT OF  
EDUCATION**

1. Enclosed is a copy of the **Memorandum** dated February 13, 2025, from Atty. Mel John I. Versoza, Undersecretary for Administration, relative to the above-captioned matter.
2. Schools Division Offices are directed to accomplish and supply the needed information by submitting an original signed copy of the Inventory of Government Lands to this Office **on or before February 28, 2025**.
3. For strict and immediate compliance.

  
**JOCELYN DR. ANDAYA**  
 Regional Director, NCR  
 Concurrent Officer-In-Charge,  
 Office of the Assistant Secretary for Operations

LEGAL/02



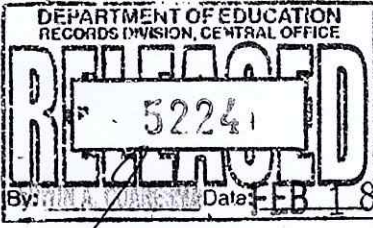
Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: ncr@deped.gov.ph  
Website: depedncr.com.ph



078



NCR



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

~~Real Estate and Property Management Office~~

**MEMORANDUM**

TO: **ALL REGIONAL DIRECTORS**

FROM: **ATTY. MEL JOHN I. VERZOSA**  
Undersecretary for Administration

SUBJECT: **INVENTORY OF NON-SCHOOL PROPERTIES OF THE DEPARTMENT OF EDUCATION**

DATE: February 13, 2025

This has reference to Administrative Order No. 21 (A.O. 21) titled “Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands” which was signed last 30 April 2024.

In compliance with the directive outlined in the *Letter* dated 27 December 2024 (attached as **Annex A**) from the Department of Environment and Natural Resources-Land Management Bureau (DENR-LMB), this office has begun consolidating data related to the aforementioned AO. However, attached is the data we have gathered from the submitted National Asset Registry System (NARS) from each region, not all field offices have completely accomplished the NARS Form. Attached as **Annex B** is a copy of the consolidated but incomplete data.

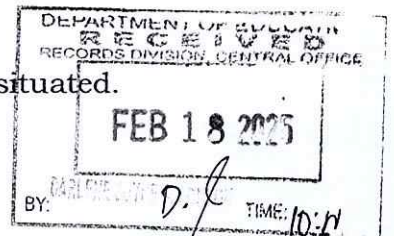
In this light, we kindly request each regional office to verify the information and accomplish the missing data of non-school properties by downloading Annex B through this link: [bit.ly/AO21-AnnexB-Final](http://bit.ly/AO21-AnnexB-Final). Each region must consolidate the information from each Schools Division Office under its jurisdiction.

We hope to receive an advance copy of verified and accomplished Annex B via email at [oua.repmo@deped.gov.ph](mailto:oua.repmo@deped.gov.ph) on or before **28 February 2025**. Original signed copy shall be submitted on or before **07 March 2025**.

For further coordination, your staff may contact Mr. John Emanson Abres at [8635-0551](tel:8635-0551) or [johnemanson.abres@deped.gov.ph](mailto:johnemanson.abres@deped.gov.ph).

Thank you very much.

Kindly specify if the lot is owned by LGU where the field offices are situated.



Annex A

REPUBLIC OF THE PHILIPPINES  
INTER-AGENCY COORDINATING COUNCIL FOR THE CONSOLIDATION OF  
A MASTER LIST OF ALL GOVERNMENT LANDS (A.O. 21 S. 2024)



27 DEC 2024

**HON. JUAN EDGARDO ANGARA**  
Secretary  
Department of Education  
Deped Complex, Meralco Avenue, Pasig, 1600 Metro Manila

DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY  
Received PA Time 3:05 PM  
Date ABS-2024-01-27-91

**Dear Honorable Angara:**

This refers to Administrative Order No. 21 (A.O. 21) entitled "Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands" which was signed last April 30, 2024.

As stated in the aforesaid AO, all national government agencies, including GOCCs and relevant bodies, must prepare and submit a complete inventory of their lands to the Coordinating Council through the Secretariat. Full cooperation is mandatory for the preparation of the said Master List.

The objective of this Administrative Order is to ensure the efficient and effective allocation and utilization of land resources for the country's national development goals. As part of this effort, we kindly request your agency's cooperation in providing the necessary information regarding government lands under your jurisdiction.

If your agency already maintains a database or inventory of government lands, may we advise that this be updated in preparation for the digital submission of the inventory. Currently, the digital platform for the purpose of the master list is still being finalized. In preparation for the encoding of your properties, you may use the attached inventory form.

The timely submission of this information is essential to meet the objectives outlined in Administrative Order No. 21. Therefore, we kindly request that this matter be given attention within your agency.

Your prompt cooperation in this matter is highly appreciated. Should you have any questions or require clarification regarding this request, please do not hesitate to contact us through **Mr. Alex C. Pascua, OIC Chief, Land Management Division** of DENR-LMB at 0945-281-3387, (02) 8255-5486 or [imd@lmb.gov.ph](mailto:imd@lmb.gov.ph).

Thank you.

Very truly yours,

DEPARTMENT OF EDUCATION  
LEGAL AFFAIRS  
HELP DESK

JAN 16 2025  
By: Roland Time: 9:14 AM  
Doc. #: 10-26-25  
From: PAUL (OICE)

*Emelyne V. Talabis*  
**ATTY. EMELYNE V. TALABIS, CESO III**  
Director, Land Management Bureau  
Secretariat, A.O. 21 Inter-Agency Coordinating Council (IACC)



102682  
LEAD-1476

SCANNED



Republic of the Philippines  
 (Please Insert Logo and name of the Submitting Agency)

**INVENTORY OF GOVERNMENT LANDS**

No.	PECC	Location of the Land			Total Area (in sq.m.)	Proof of Ownership/ CADA (Title No./Invoice)		Zoning Classification *	Actual Land Use **	Other Information
		Province	Municipality/City	Barangay		Lot Information	Title No. 4.a			
1		1.a	2.a	3.a	1			3	6	7
2										
3										
4										
5										
6										
7										
8										
9										
10										

Prepared by:  
 (NAME AND SIGNATURE)

Approved by:  
 (SIGNATURE AND NAME)

NOTE:  
 \* Zoning Classification: Residential, Commercial, Industrial, Agricultural, others per CLUP of concerned local Government Unit (LGU)  
 \*\* Actual Land Use: Residential, Commercial, Industrial, Agricultural, others per CLUP of concerned local Government Unit (LGU)  
 Other Information: Owner/Holder's Identification Number

**Guide on how to fill out the form**

<b>Field Number</b>	<b>Information Required</b>
1	Specify the PSGC (Philippine Standard Geographic Code) assigned to the particular property for identification purposes. It is a systematic classification and coding of geographic areas in the Philippines issued by the PSA.
2.a	Specify the name of the Region where the property is located
2.b	Specify the name of the Province where the property is located
2.c	Specify the name of the Municipality where the property is located
2.d	Specify the name of the Barangay where the property is located
2.e	Specify the number assigned to the particular property for identification purposes. Lot Number can be found in Titles, Proclamations, and Transfer Documents
3	Specify the Total area of the property in square meters. Total Area can be found in Titles, Proclamation, and Transfer Documents
4.a	Specify the Title Number and the owner which can be found in a title (OCT/TCT) and the date issued. (if applicable)
4.b	Specify the Proclamation No./ Executive Order No. which covers the property. Specify the purpose for which the property was reserved. (if applicable)
4.c	Specify the Instrument of Transfer (Deed of Sale, Deed of Donation, etc.) which covers the property. (if applicable)
5	Specify the particular classification of the property per the Comprehensive land Use Plan (CLUP) of the LGU.
6	Specify the actual use of the property.
7	Input any additional comment or observation that was not mention in the above enumerations regarding the subject property.













