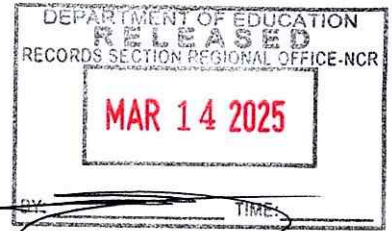




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2025-258

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Navotas City
SDO Parañaque City
SDO Pasay City
SDO Pasig City
SDO Quezon City
SDO Taguig City and Pateros

FROM : **JOCELYN DR. ANDAYA**
Regional Director, NCR
Concurrent Officer-in-Charge,
Office of the Assistant Secretary for Operations
CRISTITO A. ECO
Director III
Officer-In-Charge
Office of the Regional Director

SUBJECT : **REQUEST FOR THE LIST OF NON-SCHOOL PROPERTY**

DATE : March 11, 2025

1. This has reference to the attached Memorandum dated February 20, 2025, from the Office of the Undersecretary for Administration, requesting the enumerated Schools Division Offices (SDOs) to submit the list of non-school properties in their jurisdiction.
2. In addition to the list of non-school properties, SDOs are also requested to submit a Complete Staff Work about the identified non-school property, together with the listed documents.
3. Schools Division Offices are directed to comply and submit the required documents **on or before March 17, 2025.**

LEGAL/02



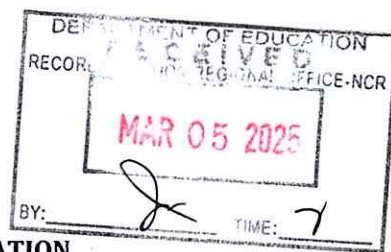
Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



Certificate No. PHP QMS
24 93 0193



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION



Real Estate and Property Management Office

MEMORANDUM

TO : **CARLITO D. ROCAFORT**
Regional Director, Region XII

• **6917 JOCELYN DR. ANDAYA**
Regional Director, Region NCR

ESTELA L. CARIÑO
Regional Director, Region CAR

MARIA INES C. ASUNCION
Officer-in-Charge, Regional Director, Region XIII (CARAGA)

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

SUBJECT : **Request for the List of Non-School Property**

DATE : February 20, 2025

This has reference to the Department of Education’s inventory of all of its non-school properties through the Real Estate and Property Management Office (REPMO). Priority of REPMO is to ensure that the non-school properties are properly titled, all real estate property documents are secured, issues and concerns are settled.

The offices listed below are requested to submit the list of non-school properties in their jurisdiction:

Region	School Division Office
XII	Cotabato City
	South Cotabato
CAR	Abra
	Apayao
	Ifugao
XIII (CARAGA)	Regional Office CARAGA
	Bislig City
	Dinagat Island
	Siargao
	Surigao del Sur
	Tandag City

NCR	Navotas City
	Parañaque City
	Pasay City
	Pasig City
	Quezon City
	Taguig-Pateros

In this light, we hope your good office will fill in the National Asset Registry System (NARS) Template for non-school properties which can be accessed through this link: <https://bit.ly/NARSTEMPLATE> and the manual for answering the template can be viewed at <https://bit.ly/NARSMANUAL>.¹

Also, we would like to request your good office the list of non-school property and to provide a Complete Staff Work (must contain at least: Background/History, Issues/Concerns, and Recommendation/s) about the identified non-school property, together with the following documents:

1. Proclamation reserving the property, if applicable
2. Transfer Certificate Title
3. Survey/s of the property
4. Deed of Donation/Deed of Conveyance, if applicable
5. Memorandum of Agreement, if applicable
6. Real Property Tax Declaration of the building/s
7. Real Property Tax Declaration of the lot/s
8. Land Use Plan / Site Development Plan
9. Other relevant documents related to the property

Kindly comply and submit the list and above required documents **on or before 17 March 2025**. Please submit an advance copy of the above requested documents through oua.repmo@deped.gov.ph. To have a proper inventory of the Department's non-school properties, we seek your utmost support and cooperation on the above request.

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

Thank you very much.

¹ This is a reiteration of the earlier memorandum issued on August 11, 2023 with the subject *Request to Accomplish the National Asset Registry System (NARS) Template*




Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

August 11, 2023

MEMORANDUM
OUA-OUT-081123-A2-1

FOR : Regional Directors

FROM :  **NOLASCO A. MEMPIN**
Undersecretary for Administration


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : Request to Accomplish the National Asset Registry System
(NARS) Template

The Bureau of Treasury (BTr) established the National Asset Registry System (NARS), a comprehensive inventory of the non-financial assets owned and used by the national government that would serve as a vital tool in the management of the same. The NARS as an information technology-based registry being maintained by BTr, shall contain geographical, legal, and financial data, asset attributes, information for disaster risk management and financing including public asset insurance, and other relevant asset information. Easy access and analysis of critical information on government assets such as costs, and implementation schedules, are bare minimum requirements to generate useful insights that lead to good asset management. (DOF-DBM-NEDA JMC No. 2023-1 dated 15 May 2023)

DepEd Central Office was able to submit the initial data for the schools as lifted from the National School Building Inventory (NSBI). In order to account for all the buildings of the Department in the NARS, we would like to request the Supply Officers, Accountants, and Engineers to provide the details of the Regional or Division office building in the template attached. The template may also be accessed through this link: <https://bit.ly/NARSTEMPLATE>, and a manual for answering the template is available at <https://bit.ly/NARSMANUAL>.

We hope to receive your submissions both in Excel file and pdf with a transmittal duly signed by the Regional Director for the Regional Offices, and the Schools Division Superintendent for Schools Division Offices through email address

as.amd@deped.gov.ph, copy furnish carlo.verdan@deped.gov.ph. The deadline for submission is on or before August 25, 2023.

Should you have any further queries, your staff may contact Mr. Carlo Verdan through telephone number 8635-0551 or electronic mail address carlo.verdan@deped.gov.ph.

For compliance.

Thank you.