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Republic of the Philippines  
Department of Education

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ZENIA G. MOSTOLES, EdD, CESO V  
Schools Division Superintendent

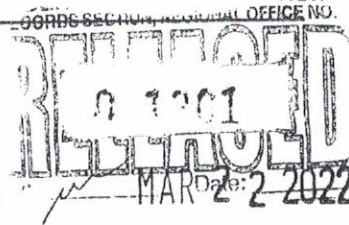


Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM

NO. 161, S. 2022

TO : SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED



**SUBMISSION OF REQUESTS FOR FUNDS FOR THE SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS WITH THE REGISTRY OF DEEDS**

1. In preparation of the downloading of funds for FY2022 for survey, titling of school sites, and registration of special patents, and in order for the Sites Titling Office (STO) to prioritize properly and determine the amount that will be downloaded to SDOs, requests for funds by SDOs must be submitted through this Office (RO) to the Office of the Assistant Secretary for Legal Affairs.
2. The SDOs are advised that their respective requests should be ready for implementation in FY2022. Thus, the SDOs are directed to go over public elementary and secondary school sites within its area of jurisdiction needing survey and titling, and those school sites with approved special patents by DENR-Provincial Environment and Natural Resources Office (DENR-PENRO) that are transmitted to the Register of Deeds (RoD) for registration.
3. The SDOs are also advised to undertake the following initial actions before submitting the requests:
  - 3.1. Coordinate with the RoD within their area to find out the requirements and costs for the transfer of title to determine the amount to be requested for the transfer of title;
  - 3.2. Coordinate with the DENR-Community Environment and Natural Resources Office (DENR-CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire with a geodetic engineer on the estimate amount of survey; and
  - 3.3. Coordinate with the DENR-PENRO for the list of approved special patents issued to public school sites that have been transmitted to RoD for registration, and confirm the list from the latter with a request on the corresponding amount to be paid for registration.



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph



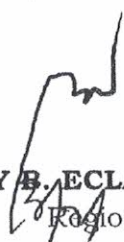
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Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

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4. Kindly take note that the funds to be requested by the SDOs shall cover only the titling and surveying costs, and the fees to be paid for the registration of approved special patents, excluding other incidental expenses.
5. Attached hereto is a Memorandum dated March 15, 2022 from the Sites Titling Office along with its annexes which shall serve as the template to be used by the SDOs in the submission of their requests for fund allocation for the survey, titling of school sites, and registration of special patents. Also attached is the data of untitled school sites as of March 2022.
6. For information and appropriate action.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

Encls.: As stated







Republic of the Philippines  
**Department of Education**  
Office of the Assistant Secretary for Legal Affairs

Sites Titling Office

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

SUBJECT : SUBMISSION OF REQUESTS FOR FUNDS FOR THE SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS WITH THE REGISTRY OF DEEDS

DATE : March 15, 2022

In preparation of the downloading of funds for FY2022 for survey, titling of school sites, and registration of special patents, and in order for the Sites Titling Office (STO) to prioritize properly and determine the amount that will be downloaded to SDOs, request for funds by SDOs must be submitted through their respective regional offices (ROs) to the Office of the Assistant Secretary for Legal Affairs, attention STO **on or before March 31, 2022.**

The SDOs are advised that their respective requests should be ready for implementation in FY 2022. Thus, the SDOs are directed to go over public elementary and secondary school sites within its area of jurisdiction needing survey and titling, and those school sites with approved special patents by DENR-Provincial Environment and Natural Resources Office (PENRO) that are transmitted to the Register of Deeds (RoD) for registration. The SDOs are likewise advised to undertake the following initial actions before submitting requests:

1. Coordinate with the RoD within their area to find out the requirements and the cost for the transfer of title to determine the amount to be requested for transfer of title;
2. Coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire with a geodetic engineer on the estimate amount of survey; and

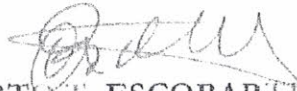
3. Coordinate with the DENR-PENRO for the list of approved special patents issued to public school sites that have been transmitted to RoD for registration, and confirm the list from the latter with a request on the corresponding amount to be paid for registration.

The funds to be requested by the SDOs shall cover only the titling and surveying costs, and the fees to be paid for the registration of approved special patents, excluding other incidental expenses.

Attached hereto as Annex "A" is the template to be used by ROs and SDOs in the submission of their respective requests for fund allocation for the survey, titling of school sites, and registration of special patents. Also attached as Annex "B" is the data of untitled school sites (as of March 2022).

For clarifications, please call Sites Titling Office (STO) at the following contact details: (02) 637-3743 and [sto@deped.gov.ph](mailto:sto@deped.gov.ph)

For your information and please be guided accordingly



**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Assistant Secretary

**REQUEST FOR FUND for FY 2022**

( Survey and Titling of School Sites and Registration of Special Patents )

Region: \_\_\_\_\_

Division: \_\_\_\_\_

NAME OF SCHOOL	ESTIMATED AMOUNT FOR			TOTAL
	SURVEY	TITLING / TRANSFER OF SCHOOL SITE	REGISTRATION OF SPECIAL PATENTS	
<b>TOTAL REQUEST</b>	-	-	-	-

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature over Printed Name & Designation

Schools Division Superintendent

## Data of Untitled School Sites (As of March 2022)

Regions	Deed of Donation	Tax Declaration	Deed of Sale	Presidential Proclamation	Total
Region I	348	829	58	1	1,236
Region II	349	627	31	47	1,054
Region III	418	423	29	14	884
Region IV-A	432	306	42	6	786
Region IV-B	362	492	27	8	889
Region V	914	1,031	67	1	2,013
Region VI	605	464	19	2	1,090
Region VII	736	526	17	0	1,279
Region VIII	544	827	35	1	1,407
Region IX	603	331	14	6	954
Region X	364	583	18	11	976
Region XI	281	121	5	38	445
Region XII	590	256	8	31	885
CARAGA	435	581	14	9	1,039
CAR	756	201	21	39	1,017
NCR	12	71	2	7	92
<b>Total</b>	<b>7,749</b>	<b>7,669</b>	<b>407</b>	<b>221</b>	