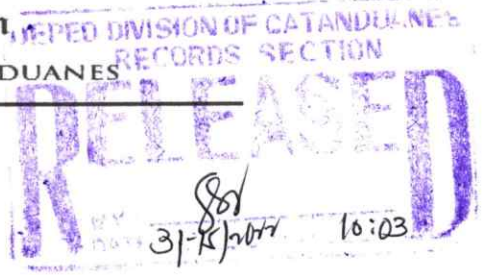




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



DIVISION MEMORANDUM
OSDS-LU-DM No. 128 s 2022

FOR : Public Schools District Supervisors
Elementary and Secondary School Heads

FROM : ^{wo} SUSAN S. COLLANO
Schools Division Superintendent

Subject : **SUBMISSION OF REQUEST FOR FUNDS FOR SURVEY,
TITLING OF SCHOOL SITES, AND REGISTRATION OF
SPECIAL PATENTS TRANSMITTED TO THE REGISTRY OF
DEEDS**

Date : March 14, 2022

All elementary and secondary school Heads are advised to submit their respective request for funds (FY 2022) for Survey, Titling of School Sites and Registration of Special Patents transmitted to the Registry of Deeds.

Attached is the template to be used by the schools in the submission of their respective request for Survey, Titling of School Sites and Registration of Special Patents.

Request for funds by the respective schools must be submitted to the legal Unit-OSDS **on or before March 21, 2022.**

For clarifications, please coordinate with the Legal Unit-OSDS through Telephone No. 09282143178 or email at legalunit.ctd@deped.gov.ph

For information guidance and strict compliance.





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

(NAME OF SCHOOL)

(ADDRESS)

1st Indorsement

(Date)

Respectfully forwarded to the **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**, DepEd- SDO Catanduanes, San Roque, Virac, Catanduanes, herein request for funds (FY 2022) for Survey, Titling of School Sites and Registration of Special Patents transmitted to the Registry of Deeds, *for appropriate action.*

**PRINTED NAME, SIGNATURE & DESIGNATION
OF SCHOOL HEAD**



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph

REQUEST FOR FUND FOR FY 2022

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

NAME OF SCHOOL : _____
ADDRESS : _____
DISTRICT : _____

LOT NUMBER	ESTIMATED AMOUNT FOR			TOTAL
	SURVEY	TITLING OF SCHOOL SITES/TRANSFER OF SCHOOL SITES	REGISTRATION OF SPECIAL PATENT	
TOTAL REQUEST	-	-	-	-

Prepared by:

Approved by:

Signature over Printed Name & Designation

School Head
(School Mobile Number _____)

ATTACHMENT: Annex "A" - Details of School Site Ownership Documents

NOTE:

- a. Estimated amount for Survey= **15,000.00 pesos per Lot**
- b. Estimated amount for Titling/transfer of School Site - **4,571.01 pesos per lot**
- c. Estimated amount for registration of special patents transmitted to the Registry of Deeds= **2,000.00 pesos per special patent**

DETAILS OF SCHOOL SITE OWNERSHIP DOCUMENTS

NAME OF SCHOOL : _____
 ADDRESS : _____
 DISTRICT : _____

Lot Number	Land Area	Location	Market Value (Please refer to Real Property Tax Declaration)	Assessed value (Please refer to Real Property Tax Declaration)	Mode of Acquisition (Sale/Donation/ MOA/Exchange /Transfer/Waiver)	Name of Seller/Donor Transferor /Party)	Name of Buyer/ Donee/ Transferee/ Party	Real Property Tax Declaration (if any)		Special Patent (SP) (if any) (Order: Issuance of School Patent)		Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) (if any)	
								Tax Dec No.	Declared Owner	Special Patent Entry No.	Name of Owner	OCT No./ TCT No.	Name of Owner

ATTACHMENTS:

(Please check & indicate Annex Number)

- Deed of Donation (Annex ____)
- Deed of Absolute Sale (Annex ____)
- Deed of Exchange ((Annex ____)
- Deed of Transfer (Annex ____)
- Memorandum of Agreement (Annex ____)
- Waiver of Rights (Annex ____)
- Notice of Request for Issuance of School Site Special Patent (Annex ____)
- Others (_____) (Anne ____)
- (_____) Annex ____

REMARKS:

PREPARED BY:

NOTED BY:

 Signature over Printed Name & Designation

 School Head