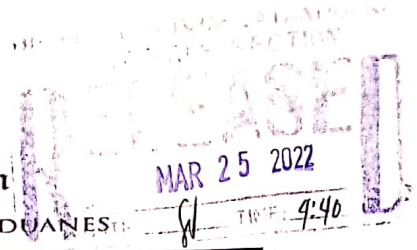




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



DIVISION MEMORANDUM

OSDS-LU-DM No. 154 s 2022

TO : Public Schools-District Supervisors
Elementary and Secondary School Heads

FROM : SUSAN S. COLLANO
Schools Division Superintendent

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

Date : March 24, 2022

This office reiterates its Memorandum dated March 14, 2022 relative to the submission of request for funds (FY 2022) for Survey, Titling of School Sites and Registration of Special Patents transmitted to the Registry of Deeds.

In view thereof, all elementary and secondary School Heads with *unregistered school sites* are enjoined 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.

However, schools with registered school sites (*Patent/Original certificate of title/Transfer certificate of title under the name of School or DepEd*) and Schools with ongoing survey are not required to submit the aforesaid request for funds. *List of schools with ongoing survey is hereto attached as Annexes "B" for reference.*

Attached is the template (**Annex "A"**) 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 29, 2022**. *Otherwise*, the concerned School Head who failed to submit the aforesaid request for funds **must submit a written justification to the SDS** on or before March 30, 2022. *The list of schools with submitted request for funds as of March 24, 2022 is hereto attached as Annex "C" for reference and monitoring of the concerned PSDS.*

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.



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



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)

ANNEX "A"

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-1" - 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 (Purchase/Donation/ MOA/Exchange /Transfer/Waiver/usufruct)	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

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 (Purchase/Donation/ MOA/Exchange /Transfer/Waiver/ usufruct)	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 (TCI) (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



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

ANNEX "B"

LIST OF SCHOOLS WITH ON-GOING SURVEY

MUNICIPALITY	NAME OF SCHOOL
BAGAMANOC	PANGCAYANAN ELEMENTARY SCHOOL SALVACION ELEMENTARY SCHOOL BAGAMANOC CENTRAL ELEMENTARY SCHOOL BUGAO CENTRAL ELEMENTARY SCHOOL HINIPAAN ELEMENTARY SCHOOL MAVIL ELEMENTARY SCHOOL SAN VICENTE ELEMENTARY SCHOOL SAGRADA ELEMENTARY SCHOOL
BATO	CABUGAO INTEGRATED SCHOOL MINTAY ELEMENTARY SCHOOL SAN PEDRO ELEMENTARY SCHOOL
CARAMORAN	BOCON ELEMENTARY SCHOOL DARIAO NATIONAL HIGH SCHOOL DATAG CENTRAL ELEMENTARY SCHOOL GUIAMLONG ELEMENTARY SCHOOL HITOMA-BULALACAO ELEMENTARY SCHOOL OBI ELEMENTARY SCHOOL SALVACION ELEMENTARY SCHOOL
GIGMOTO	BIONG ELEMENTARY SCHOOL SAN PEDRO ELEMENTARY SCHOOL SICMIL INTEGRATED SCHOOL SIORON ELEMENTARY SCHOOL
PANGANIBAN	CABUYAON ELEMENTARY SCHOOL MABINI ELEMENTARY SCHOOL SAN MIGUEL ELEMENTARY SCHOOL



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



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

SAN ANDRES	ALIBUAG ELEMENTARY SCHOOL CODON ELEMENTARY SCHOOL
SAN MIGUEL	ALMA ELEMENTARY SCHOOL KATIPUNAN ELEMENTARY SCHOOL KILIKILIHAN ELEMENTARY SCHOOL PAGSANGHAN ELEMENTARY SCHOOL MABATO ELEMENTARY SCHOOL
VIGA	BOTINAGAN ELEMENTARY SCHOOL TAMBONGON ELEMENTARY SCHOOL TAMBONGON NATIONAL HIGH SCHOOL
VIRAC	CATANDUANES NATIONAL HIGH SCHOOL PALTA ELEMENTARY SCHOOL PALTA NATIONAL HIGH SCHOOL CALATAGAN ELEMENTARY SCHOOL CALATAGAN NATIONAL HIGH SCHOOL VIRAC PILOT ELEMENTARY SCHOOL HAWAN ELEMENTARY SCHOOL HAWAN NATIONAL HIGH SCHOOL



San Roque, Virac, Catanduanes
(052) 811-40-61
catanduanes@deped.gov.ph

**List of Schools with submitted request for funds
as of March 24, 2022**

ELEMENTARY	
GIGMOTO CENTRAL ELEMENTARY SCHOOL	GIGMOTO
TUBLI ELEMENTARY SCHOOL	CARAMORAN
PALUMBANES ELEMENTARY SCHOOL	CARAMORAN
CARAMORAN CENTRAL ELEMENTARY SCHOOL	CARAMORAN
MAYNGAWAY ELEMENTARY SCHOOL	SAN ANDRES
TOMINAWOG ELEMENTARY SCHOOL	SAN ANDRES
BARIHAY ELEMENTARY SCHOOL	SAN ANDRES
CABCAB CENTRAL ELEMENTARY SCHOOL	SAN ANDRES
CODON ELEMENTARY SCHOOL	SAN ANDRES
DUGUI WALA ELEMENTARY SCHOOL	VIRAC
DUGUI SAN ISIDRO ELEMENTARY SCHOOL	VIRAC
BALDOC ELEMENTARY SCHOOL	PANDAN
SAN ISIDRO ELEMENTARY SCHOOL	PANDAN
MARAMBONG ELEMENTARY SCHOOL	PANDAN
HIYOP ELEMENTARY SCHOOL	PANDAN
COBO INTEGRATED SCHOOL	PANDAN
POROT ELEMENTARY SCHOOL	PANDAN
CATAMBAN ELEMENTARY SCHOOL	PANDAN
TARIWARA ELEMENTARY SCHOOL	PANDAN
PANDAN CENTRAL ELEMENTARY SCHOOL	PANDAN
BAGAWANG ELEMENTARY SCHOOL	PANDAN
CARUYO PRIMARY SCHOOL	PANDAN
STA. CRUZ ELEMENTARY SCHOOL	PANDAN
SAN ANDRES ELEMETARY SCHOOL	PANDAN
CANLUBI ELEMENTARY SCHOOL	PANDAN
PANUTO ELEMENTARY SCHOOL	PANDAN
SECONDARY	
CATANDUANES NATIONAL HIGH SCHOOL	VIRAC
CODON NATIONAL HIGH SCHOOL	SAN ANDRES
MAYNGAWAY NATIONAL HIGH SCHOOL	SAN ANDRES
SAN MIGUEL RURAL DHS	SAN MIGUEL
SAN MIGUEL RURAL DHS MABATO (ANNEX)	SAN MIGUEL
PANGANIBAN NATIONAL HIGH SCHOOL (CAIC)	PANGANIBAN
<i>*Data as of March 24, 2022, 5:30 PM</i>	



Republic of the Philippines

Department of Education

Office of the Assistant Secretary for Legal Affairs

RECEIVED	
DEPED DIVISION OF CATANDUANES	
LEGAL UNIT	
Date:	3/18/2022
Time:	8:45pm
Signature:	

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

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	
TOTAL REQUEST	-	-	-	-

Prepared by: _____

 Signature over Printed Name & Designation

Approved by: _____

 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
Total	7,749	7,669	407	221	