



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL

**TANGGAPANG PANSANGAY NG CATANDUANES**

October 08, 2024

**DIVISION MEMORANDUM**

No. 506, s. 2024

**INVENTORY AND SUBMISSION OF ORIGINAL COPIES OF  
OWNER'S DUPLICATE OF CERTIFICATES OF TITLE AND  
SPECIAL PATENTS OF PUBLIC SCHOOL SITES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This has reference to the attached Memorandum OULLA-2024-1317 from the Office of the Undersecretary for Legal and Legislative Affairs dated September 13, 2024, relative to the inventory of original copies of owner's duplicate of certificates of title and Special Patents of Public-School Sites.

2. The inventory is part of the DepEd's upcoming project to convert manually- issued certificates of title into e-Title of the Title Upgrade Program of the Land Registration Authority's (LRA) Land Titling Computerization Project (LTCP).

3. Thus, all School Heads shall conduct an inventory of all **original copies** of the owner's duplicate Certificates of Title (OCT), Transfer Certificates of Title (TCT), and Special Patents issued to public school sites and submit the same to SDO Catanduanes Legal Unit on or before October 14, 2024, for consolidation before submission to the Office of the Undersecretary for Legal and Legislative Affairs.

4. For information, guidance, and compliance.

By Authority of the OIC- Schools Division Superintendent

*[Signature]*  
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Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2024- 1317

TO : REGIONAL DIRECTORS  
ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM :   
ATTY. OMAR V. ROMERO  
Undersecretary for Legal and Legislative Affairs

  
ATTY. CHRISTIAN E. RIVERO   
Director IV  
Supervising Director, Sites Titling Office

SUBJECT : INVENTORY OF ORIGINAL COPIES OF OWNER'S DUPLICATE OF CERTIFICATES OF TITLE AND SPECIAL PATENTS OF PUBLIC SCHOOL SITES

DATE : SEP 13 2024

This pertains to the upcoming project of the Department of Education (DepEd) through the Sites Titling Office (STO) under the Office of the Undersecretary for Legal and Legislative Affairs, with the Land Registration Authority (LRA) for the conversion of manually-issued certificates of title into e-Title of the Title Upgrade Program under the Land Titling Computerization Project (LTCP) of the LRA.

The e-Titling of manually issued certificates of title is aimed at ensuring the safety and protection of the ownership titles of DepEd real properties eliminating threats associated with manual copies. This project protects the integrity of ownership documents, making them less susceptible to tampering or fraud and it also promotes transparency and helps prevent disputes or fraudulent transactions.

During STO's meeting with the LRA, their requirement for this project is the turnover of the original copies of manually-issued certificates of title, including original copies of special patents issued to public school sites. For this reason, and in preparation of the implementation of the project, this Office requests the inventory of all original copies of certificates of title issued to public school sites and submit the same to this Office for consolidation on or before October 15, 2024.



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(cc: OSEC, OUPs)

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For any clarification, please coordinate with Mr. Fahad B. Balindong of the Sites Titling Office at the following contact details, telephone number: (02) 8637-3743 or at email address: [sto@deped.gov.ph](mailto:sto@deped.gov.ph).

For information and compliance.

Doc No. 100624



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