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REPUBLIC OF THE PHILIPPINES  
Department of Education  
REGION V  
REGIONAL CENTER SITE, RAWIS, LEGAZPI CITY  
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March 29, 2016 002764

REGIONAL MEMORANDUM  
NO. 44 s. 2016

**PREPARATION OF SUPPLEMENTAL ANNUAL PROCUREMENT PLAN (APP)  
AND INCLUSION OF SCHOOL SITES TITLING AND REGISTRATION EXPENSES**

TO : **SCHOOLS DIVISION SUPERINTENDENTS  
ELEMENTARY/SECONDARY SCHOOL PRINCIPALS  
ALL OTHERS CONCERNED**

- 1 Pursuant to the provisions of PD 1529 otherwise known as *Property Registration Decree*, R.A. 10023 otherwise known as *An Act Authorizing the Issuance of Special Patents to Residential Lots*, DENR issued Administrative Order 2015-01 otherwise known as *Guidelines for the Processing and Issuance of Special Patents* and on the part of DepED, it issued DepED Order No. 31, 2015 otherwise known as *DepED's Requirements for the Issuance of School Site Special Patents*.
2. In connection with the above cited legal bases, all school heads are advised to prepare a Supplemental Annual Procurement Plan (APP) incorporating therein School Sites Titling and Registration Expenses.
3. The Division Physical Facilities Coordinators and/or Division Engineer III are directed to secure two (2) Consolidated Copies of the said Supplemental APP, one shall be retained in the Schools Division Office (SDO) and the other copy to be submitted to DepED RO5 Legal Section on or before April 15, 2016.
4. Further, the SDO shall issue the necessary authorization to its Division Engineer III and Legal Officers to be its authorized representatives in dealing with the CENRO, PENRO and the LRA for purposes of School Site Titling and Registration. A copy of such authorization is requested to be submitted to this Office on or before April 15, 2016, ATTENTION : Legal Section.

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4/5/16

*To Elementary and Secondary Schoolheads*

*for your information and compliance*

*[Signature]*  
RANE JAVEN  
EPS/1,01C

5. Said Division personnel are in charge of receiving school sites documents as provided for in DepED Order No. 31, s. 2015.
6. This Office provided the SDOs with the names of schools to be issued with Special Patents. The actual issuance shall be announced the soonest possible.
7. Immediate and wide dissemination of this Regional Memorandum is desired.

  
RAMON FIEL G. ABCEDE  
Regional Director

Encls : As stated

Reference: DO 31, s. 2015;

To be indicated in the PERPETUAL INDEX  
under the following subjects:

SCHOOL SITE TITLING  
LEGAL

SJDVII/Legal

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