

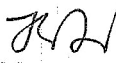


Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



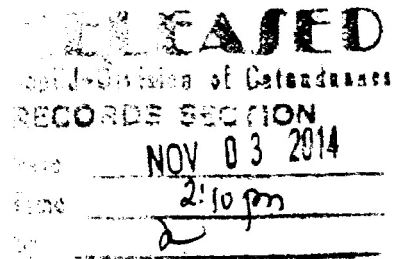
**MEMORANDUM**

**TO:** Public Schools District Supervisors  
All Elementary School Heads  
All Secondary School Heads

**FROM:**   
JOSE L. DONCILLO, CESO VI  
Schools Division Superintendent

**SUBJECT:** Submission of Documents for Availing Special Patents and or  
Registration under PD1529

**DATE:** November 3, 2014



In response to the Memorandum of Agreement (MOA) entered by the DepEd and the DENR dated July 26, 2007 and January 28, 2010, which aimed for the titling of public school sites **through** the issuance of presidential proclamation/special patents over identified school sites **exclusively** utilized for educational purposes to protect the interest of public basic education in **general** and the properties of public schools from encroachment, usurpation, illegal occupation, and adverse claims of ownership by public and private entities, this office request the secondary and elementary school heads to **submit** the following **general requirements for availing special patents and or Registration under PD1529**:

1. Letter request for special patent
2. Documents showing ownership/possession of the land sought to be proclaimed,
  1. Deed of Donation, in case of Donation
  2. Deed of Sale, in case of Sale
  3. If owned by the LGU, waiver must be duly supported by a Sanggunian Resolution
  4. Latest Tax Declaration & Tax Clearance
3. Visual Documentation (Photographs) showing panoramic view of the area.
4. Regional Trial Court (RTC) Certification
  - ✓ on whether the subject parcel of land/school site is not subject of pending land registration case nor used as bailbond in a case.
5. Registry of Deeds (ROD)/Land Registration Authority (LRA)
  - ✓ on whether the subject parcel of land/school site has already been issued or not.

Further, DepEd has an allocation of Php20,000,000.00 Maintenance and Other Operating Expenses (MOOE) fund for the titling, surveying and processing of school sites under General Appropriations Act for FY 2012 General Appropriations Act, R.A. 10155 and FY 2013 General Appropriations Act, R.A. 10352.

This report is due at the division office not later than **November 24, 2014**.

Your preferential attention on this matter is earnestly requested.