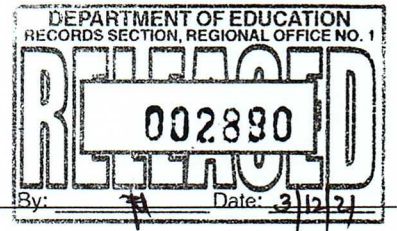




Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director

MAR 12 2021

REGIONAL MEMORANDUM
 No. 219, s. 2020

SUBMISSION OF REQUESTS OF FUNDS FOR SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS, TRANSMITTED TO THE REGISTRY OF DEEDS

To: All Schools Division Superintendents
 School Sites Focal Person

1. The Office of the Assistant Secretary for Legal Affairs and Sites Titling issued the attached Memorandum pertaining to the above-entitled subject.
2. In this regard, you are hereby directed to accomplish the instructions provided in the said memorandum.
3. Submission of requests shall be on or before March 23, 2021 to this Office's email address at lu.region1@deped.gov.ph, using the attached template (Annex A).
4. For information and strict compliance.

TOLENTINO G. AQUINO
 Director IV

Reference:
 To be indicated in the Perpetual Index
 under the following subject:

School Sites	Survey
Titling	Registration

ORD-LU/RJLC/rja/RMLU008
 March 11, 2021



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Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS

Sites Titling Office

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

SUBJECT : SUBMISSION OF REQUESTS FOR FUNDS FOR SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTRY OF DEEDS

DATE : March 01, 2021

In preparation of the downloading of funds for FY2021 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 through STO **on or before March 31, 2021.**

The SDOs are advised that their respective requests should be ready for implementation in FY 2021. Thus, the SDOs are directed to go over public elementary and secondary school sites within its area of jurisdiction needing survey and titling with assistance of the school heads, 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 their 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 is the template to be used by ROs and SDOs in the submission of their respective requests for survey, titling of school sites, and registration of special patents.

For clarifications, please call Sites Titling Office 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 III
Assistant Secretary