



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 28, s. 2025

**SUBMISSION OF UPDATED SCHOOL SITE DATA FOR THE
 CONSOLIDATION OF A MASTER LIST OF ALL GOVERNMENT LANDS
 PURSUANT TO ADMINISTRATIVE ORDER NO.21, SERIES 2024**

To: Schools Division Superintendents
 School Sites Focal Person

1. The Office of the Undersecretary for Legal and Legislative Affairs, through the Sites Titling Office, issued a Memorandum (OULLA-2025-283) relative to the above-stated subject matter.
2. This is in connection to the previously issued Memorandum (OULLA-2024-1160) dated August 5, 2024, requiring the submission of data related to school site inventory. However, kindly note that there are additional fields and columns that need to be accomplished as required. Kindly accomplish the instructions provided in the attached Memorandum through the link provided thereof on or before February 28, 2025.
3. For information and strict compliance.

For the Regional Director:

Rheal Joy L. Carbonell
ATTY. RHEA JOY L. CARBONELL
 Chief Administrative Officer
 Administrative Division

Reference: None
 To be indicated in the Perpetual Index
 under the following subject:

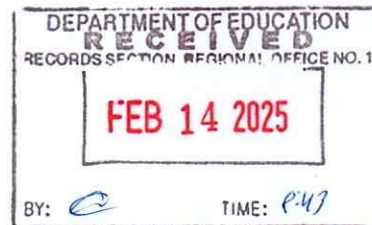
School Sites
 Inventory

ORD-LU/RMW/rja/Submissionschoolsitesdata
 February 17, 2025



Doc. Ref. Code	RO-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1





Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
 OULLA-2025-288

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 SCHOOL GOVERNANCE AND OPERATIONS DIVISION CHIEFS
 SITES TITLING FOCALS
 ALL OTHERS CONCERNED

FROM : **ATTY. FILEMON RAY L. JAVIER**
 Undersecretary

[Handwritten signature of Atty. Filemon Ray L. Javier]

ATTY. CHRISTIAN E. RIVERO
 Director IV
 Supervising Director, Sites Titling Office
 Office of the Undersecretary for Legal and Legislative Affairs



SUBJECT : Submission of Updated School Site Data for the Consolidation of a Master List of All Government Lands pursuant to Administrative Order No. 21, s. 2024

DATE : FEB 12 2025

This is in reference to the Administrative Order No. 21 entitled “Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands” (“AO 21”), mandating all national government agencies and instrumentalities the submission of a complete inventory of all their lands or inventories in their possession.

It can be recalled that this Office issued a MEMORANDUM OULLA-2024-1160 dated 05 August 2024, requiring the submission of data related to school site inventory. In relation therewith, this *Memorandum* serves as a directive to update the previously submitted data to reflect additional fields/columns included in the template provided by the Department of Environment and Natural Resources-Land Management Bureau (“DENR-LMB”) in their *Letter* dated 27 December 2024. These updates aim to gather relevant information on DepEd School Site Properties.

Furthermore, the Schools Division Offices (SDOs) that have not yet submitted their data are reminded to comply promptly.

All SDOs must ensure compliance with the submission of the requested data for AO 21.



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Effectivity	09.01.23	Page	1 of 2





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

Note that the additional fields requested are as follows:

- a. **Lot Information** - Specify the number assigned to the particular property for identification purposes. The lot number can be found in Titles, Proclamations, and Transfer Documents;
- b. **Instrument of Transfer** - Identify the legal document, used to transfer the property, if any, such as but not limited to Deed of Sale and Deed of Donation;
- c. **Title Number** - Specify the title number and the registered owner as indicated in the title Original Certificate of Title/ Transfer Certificate of Title (OCT/TCT), along with the date of issuance, if applicable;
- d. **Proclamation Number** - State the Proclamation No./Executive Order No., if any, that covers the property, including the purpose for which it was reserved.

Please ensure full compliance with the requested data on or before February 28, 2025, through this link:

<https://tinyurl.com/447f7rcy>



For questions and/or clarifications regarding this matter, please contact the Sites Titling Office through telephone numbers at 8637-3743 or 8631-8491, or email at sto@deped.gov.ph

For immediate compliance.

Doc. No. 102682
STO11

DEPARTMENT OF EDUCATION
 AUG 06 2024
 09:08 AM
 OULLA-16-FRANCIS



Republic of the Philippines
Department of Education
 LEGAL AND LEGISLATIVE AFFAIRS

DEPARTMENT OF EDUCATION
 OFFICE OF THE UNDERSECRETARY
 FOR LEGAL AND LEGISLATIVE AFFAIRS
 AUG 05 2024
 By: *Ver* Time: 11:17
 Doc.#:
 From: 670

MEMORANDUM
 OULLA-2024- 1160

TO : ALL REGIONAL DIRECTORS
 ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

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

W. Cabral
 WILFREDO E. CABRAL
 Regional Director
 Officer-in-Charge, Office of the Undersecretary for Human
 Resource and Organizational Development, and Administration

SUBJECT : INVENTORY OF PROPERTIES OF THE DEPARTMENT OF
 EDUCATION BOTH SCHOOL SITE AND NON-SCHOOL SITE

DATE : AUG 05 2024

This pertains to the Administrative Order (AO) No. 21, series of 2024, entitled "Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council (IACC) for the Consolidation of a Master List of All Government Lands," issued by the Office of the President on April 30, 2024.

Under the said Administrative Order, government lands shall refer to lands owned by the National Government and/or its agencies, departments, instrumentalities, bureaus, and offices such as but not limited to idle or abandoned lands or those that are no longer used for the purpose it was reserved or acquired; lands already titled or have yet to be titled under the name of the National Government or its agencies, departments, and instrumentalities, bureaus, and offices; and such other lands that the Inter-Agency Coordination Council (IACC) may prescribe.

Further, pursuant to Section 4 of the AO, all national government agencies are directed to prepare and submit a complete inventory of all their lands or inventories in their possession.



Address: 3F, Malina Building, DepEd Complex, Verano Avenue, Pasig City, 1600
 Telephone Nos.: (02)8633-8925 / (02)8637-4611
 Email Address: oulla@deped.gov.ph
 Website: www.deped.gov.ph

Doc. Ref. Code	DM-OULLA	Rev	00
Effectivity	09.01.23	Page	1 of 2



Accordingly, to comply with the above-mentioned AO, all Schools Division Offices are hereby directed to conduct an inventory of all DepEd lands within your respective areas, regardless of their classification and use, using the template attached as Annex A. Once completed, the same shall be submitted to the Office of the above-signed Undersecretary for Legal and Legislative Affairs via email at sto@deped.gov.ph on or before August 31, 2024, for submission to the IACC.

For information and compliance.

Guide on how to fill out the form

Field Number	Information Required
1	Specify the PSGC (Philippine Standard Geographic Code) assigned to the particular property for identification purposes. It is a systematic classification and coding of geographic areas in the Philippines issued by the PSA.
2.a	Specify the name of the Region where the property is located
2.b	Specify the name of the Province where the property is located
2.c	Specify the name of the Municipality where the property is located
2.d	Specify the name of the Barangay where the property is located
2.e	Specify the number assigned to the particular property for identification purposes. Lot Number can be found in Titles, Proclamations, and Transfer Documents
3	Specify the Total area of the property in square meters. Total Area can be found in Titles, Proclamation, and Transfer Documents
4.a	Specify the Title Number and the owner which can be found in a title (OCT/TCT) and the date issued. (if applicable)
4.b	Specify the Proclamation No./ Executive Order No. which covers the property. Specify the purpose for which the property was reserved. (if applicable)
4.c	Specify the Instrument of Transfer (Deed of Sale, Deed of Donation, etc.) which covers the property. (if applicable)
5	Specify the particular classification of the property per the Comprehensive Land Use Plan (CLUP) of the LGU.
6	Specify the actual use of the property.
7	Input any additional comment or observation that was not mention in the above enumerations regarding the subject property.

PALESTINE EXPRESS



ED 908 497 843 ZZ

DATE/TIME: _____

TO COMPLETE NAME/NO ADDRESS (IF BLOCK LETTERS)
 Hon Juan Felynds Angora
 DEPT D, Day Ed Complex
 Merlao Ave Proj
 TELMOBILE NO.: _____

FROM COMPLETE NAME AND ADDRESS (IN BLOCK LETTERS)
 Republic of Palestine
 TELMOBILE NO.: _____

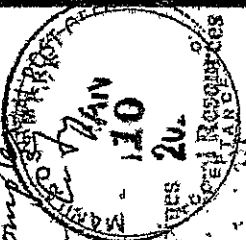
DEPARTMENT OF EDUCATION
 TELMOBILE NO.: _____

RECORDED BY LIVE D
 REC'D BY CIVIL SERVICE
 850 E. ...
 JAN 06 2025

TELEMOBILE NO.: _____

WEIGHT (KG): _____
 POSTAGE: _____
 VAT 10%: _____
 VAL FEE: _____

PROOF OF DELIVERY



BY: *[Signature]*
ATTACHER Documents

Total Value
This is liability used for the above...

Republic of the Philippines
Department of Environment and Natural Resources
LAND MANAGEMENT BUREAU
880 Estero Building, Brgy. Paltasan,
Quezon Avenue, Quezon City

REPUBLIC OF THE PHILIPPINES
PALPOSTAL
0110.00 PESOS
2278E1B 100888
PB75005 10.01.2025
Manila CPO:amfa

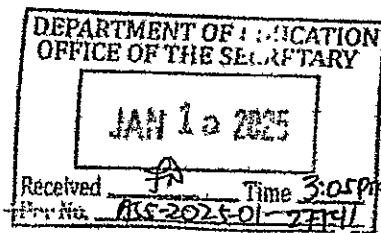
RECIPIENT'S COMPLETE NAME (BY SIGNATURE)	DATE/TIME OF DELIVERY
<i>Shallita</i>	
PAID BY	ORIG. L. NO.
RTS Reason	

REPUBLIC OF THE PHILIPPINES
INTER-AGENCY COORDINATING COUNCIL FOR THE CONSOLIDATION OF
A MASTER LIST OF ALL GOVERNMENT LANDS (A.O. 21 S. 2024)



27 DEC 2024

HON. JUAN EDGARDO ANGARA
Secretary
Department of Education
Deped Complex, Meralco Avenue, Pasig, 1600 Metro Manila



Dear Honorable Angara:

This refers to Administrative Order No. 21 (A.O. 21) entitled "Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands" which was signed last April 30, 2024.

As stated in the aforesaid AO, all national government agencies, including GOCCs and relevant bodies, must prepare and submit a complete inventory of their lands to the Coordinating Council through the Secretariat. Full cooperation is mandatory for the preparation of the said Master List.

The objective of this Administrative Order is to ensure the efficient and effective allocation and utilization of land resources for the country's national development goals. As part of this effort, we kindly request your agency's cooperation in providing the necessary information regarding government lands under your jurisdiction.

If your agency already maintains a database or inventory of government lands, may we advise that this be updated in preparation for the digital submission of the inventory. Currently, the digital platform for the purpose of the master list is still being finalized. In preparation for the encoding of your properties, you may use the attached inventory form.

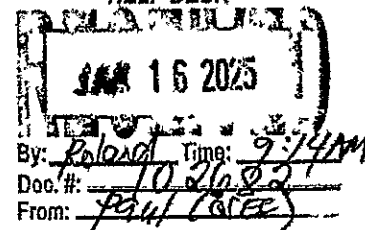
The timely submission of this information is essential to meet the objectives outlined in Administrative Order No. 21. Therefore, we kindly request that this matter be given attention within your agency.

Your prompt cooperation in this matter is highly appreciated. Should you have any questions or require clarification regarding this request, please do not hesitate to contact us through Mr. Alex C. Pascua, OIC Chief, Land Management Division of DENR-LMB at 0945-281-3387, (02) 8255-5486 or imd@lmb.gov.ph.

Thank you.

Very truly yours,

DEPARTMENT OF EDUCATION
LEGAL AFFAIRS
HELP DESK



Emelyne Talabis
ATTY. EMELYNE V. TALABIS, CESO III
Director, Land Management Bureau
Secretariat, A.O. 21 Inter-Agency Coordinating Council (IACC)



SCANNED



Republic of the Philippines
(Please Insert Logo and Name of the Submitting Agency)

INVENTORY OF GOVERNMENT LANDS

No.	PRGC	Location of the land			Total Area (in sqm)	Proof of Ownership/ Claim (Title No./Issuance)		Zoning Classification *	Actual Land Use **	Other Information
		Region	Province	Municipality/City		Barangay	Location Information			
		3a	3b	3c	3d	3e	3f	3g	3h	3i
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Prepared by:
(NAME AND DESIGNATION)

Approved by:
(NAME OF THE AGENCY)

Note:
* Zoning Classification: Residential, Commercial, Industrial, Agricultural, others, per CLUP of concerned Local Government Unit (LGU)
** Actual Land Use: Idle/Abandoned/Unused, Mixed use, Residential, Commercial, Industrial, Agricultural, others.
Other Information - Other/Infill/Transfer/Proclamation/Purpose



Republic of the Philippines
Department of Education

ROUTING SLIP

This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

Sender: **DENR - LAND MANAGEMENT BUREAU**
 Subject: **FOR: HON. JUAN EDGARDO ANGARA - OSEC DEPED - PHLPOST MAIL WITH TRACKING NO. ED 908 497 943 ZZ**
 Document Code: **CO-AS5-2025-01-27741**
 Date and Time Added: **2025-JAN-15 01:29:21 PM**
 Created by: **AS - Records Division**



To ensure the traceability and continuity of the document, kindly update all actions taken using the same document code.

DATE (y-m-d)	FROM (Please Indicate Name, Position and Office)	FOR (Please Indicate Name, Position and Office)	NOTES / RECOMMENDATION / INSTRUCTION	RECEIVED BY (Please indicate Name, Office, Date and Time)
25-01-15	AC-RD	OSEC	FIAA	
2025 01-15	OSEC	OULLA	F-A-A	DEPARTMENT OF EDUCATION Office of the Undersecretary for Legal and Legislative Affairs LEAND Legal Affairs Helpdesk ROLAND PADILLA, MPA TIME: 9:19 AM DATE: 1/15/25

Handwritten notes or signatures at the bottom right of the page.



Republic of the Philippines
 Department of Education
 OFFICE OF THE SECRETARY

URGENT!

ROUTING SLIP

Physical copy
 Email

Tracking No. ABS-2025-01-2724/ Date JAN 13 2025

Re: REQUEST FOR INFORMATION REGARDING
GOVERNMENT LAND UNDER AGENCY'S
JURISDICTION

To:

- Office of the Secretary
 - Admin. and Policy Oversight
 - HOPE, Senior Personnel Oversight and IAS
 - Government Relations, Filed Ops and Infra Oversight
 - Procurement and Finance Oversight
 - Information and Communications
 - External Partnerships Service (ICO)
 - Public Affairs Service
 - Teacher Education Council Secretariat
- Strategic Management
- Administration
- Operations
- Human Resource and Organizational Development
(NEAP & EFD)
- Curriculum and Teaching
- Finance
- Legal and Legislative Affairs
- Procurement

Purpose:

- For Information
- For Consideration
- For Complete Staff Work (CSW)/Comment/
Recommendation
- For Appropriate Action
- Others: _____

Notes/Instructions:

MS
MS. NINA BIANCA D. SANGLAY
 Executive Assistant V