



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 301 s. 2024

**SUBMISSION OF ADDITIONAL REQUIREMENTS IN COMPLIANCE TO ADMINISTRATIVE ORDER NO. 21, S. 2024**

To: Schools Division Superintendents  
 Schools Division Supply Officers

1. The Department of Education- Central Office, through the Real Estate and Property Management Office (REPMO), lodged under the Office of Undersecretary for Administration, recently conducted an online meeting with the Department of Education-Regional Office. The said meeting paved the way for the introduction of the newly created Office, and the discussion of the salient provisions of the Administrative Order No. 21, s. 2024, otherwise known as the “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”.

2. In line with this, the REPMO requests the Regional and Schools Division Office to submit the following documents to their Office to properly document the inventory list of non- school properties within their jurisdiction:

- a. Copy of title (Deed of Donation, Proclamation, etc)
- b. Copy of the Tax Declaration of the Land
- c. Survey plan approved by the Department of Environment and Natural Resources (DENR), and
- d. Site Development Plan

3. Scanned copies of the documents will be sent to the email address [ams.region1@deped.gov.ph](mailto:ams.region1@deped.gov.ph) on or before March 24, 2025, for proper consolidation before submission to REPMO.

4. Immediate dissemination and compliance with this memorandum is desired.

**TOLENTINO G. AQUINO**  
 Director IV

Encl.: None  
 Reference: None

To be indicated in the Perpetual Index  
 Under the following subjects:

NON- SCHOOL PROPERTIES

AD-AMS/rmb/RM\_NON-SCHOOLPROPERTIES  
 March 11, 2025



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