



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 528, s. 2025

REQUEST FOR SCANNED COPY OF NON-SCHOOL PROPERTIES DOCUMENTS

To: Schools Division Superintendents

1. The Office of the Undersecretary for Administration issued Unnumbered Memorandum dated 2 April 2025, requesting for the scanned copy of non-school properties documents.

2. Relative to this, the Schools Division Offices are hereby requested to submit to this Office's Legal Unit official email address lu.region1@deped.gov.ph on or before April 25, 2025 a scanned copy of the following documents, to wit:

- a. Land Title (Deed of Donation, Proclamation, etc.);
- b. Land and Building Tax Declaration;
- c. Survey Plan Approved by DENR; and
- d. Site Development Plan.

3. For information and strict compliance.

TOLENTINO G. AQUINO
 Director IV

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

Property

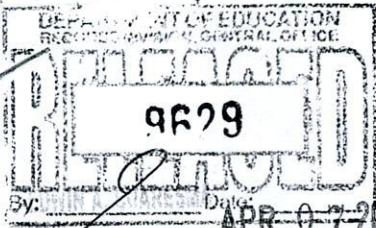
ORD-LU/RMW/ScannedCopyofPropertiesDocuments
 April 14, 2025



Flores St., Catbangen, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I | region1@deped.gov.ph
www.depedregion1.com

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Effectivity	11.18.2024	Page	1 of 1



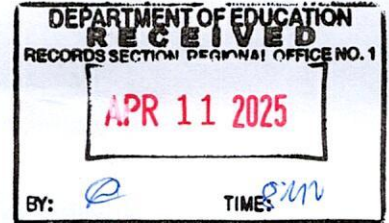


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Real Estate and Property Management Office

MEMORANDUM

TO: ALL REGIONAL DIRECTORS
FROM: ATTY. MEL JOHN I. VERZOSA
Undersecretary for Administration
SUBJECT: REQUEST FOR SCANNED COPY OF NON-SCHOOL PROPERTIES DOCUMENTS
DATE: April 2, 2025



This has reference to the memorandum dated 13 February 2025 titled "Inventory of Non-school Properties of Department of Education" in relation to Administrative Order No. 21 (A.O. 21) dated 30 April 2024 titled "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."

The mandate of the Real Estate and Property Management Office (REPMO) is to ensure that the non-school properties of DepEd are titled, all real estate property documents are secured, and protect the rights and interest over the properties.

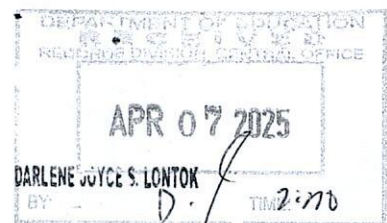
In this light, this office is respectfully requesting for the submission of the scanned copy of the following documents which would form part of the REPMO inventory and database:

- 1. Land Title (Deed of Donation, Proclamation, etc.)
- 2. Land and Building Tax Declaration
- 3. Survey Plan Approved by DENR
- 4. Site Development Plan

We hope to receive the scanned copy of requested documents via email at oua.repmo@deped.gov.ph on April 30, 2025. We seek your utmost support and cooperation on the above request.

For further coordination, your staff may contact Mr. John Emanson Abres at 8635-0551 or johnemanson.abres@deped.gov.ph.

Thank you.





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Real Estate and Property Management Office

MEMORANDUM

TO: **ALL REGIONAL DIRECTORS**

FROM: **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT: **REQUEST FOR SCANNED COPY OF NON-SCHOOL
PROPERTIES DOCUMENTS**

DATE: April 2, 2025

This has reference to the memorandum dated 13 February 2025 titled "*Inventory of Non-school Properties of Department of Education*" in relation to Administrative Order No. 21 (A.O. 21) dated 30 April 2024 titled "*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.*"

The mandate of the Real Estate and Property Management Office (REPMO) is to ensure that the non-school properties of DepEd are titled, all real estate property documents are secured, and protect the rights and interest over the properties.

In this light, this office is respectfully requesting for the submission of the scanned copy of the following documents which would form part of the REPMO inventory and database:

1. Land Title (Deed of Donation, Proclamation, etc.)
2. Land and Building Tax Declaration
3. Survey Plan Approved by DENR
4. Site Development Plan

We hope to receive the **scanned copy** of requested documents via email at oua.repmo@deped.gov.ph on April 30, 2025. We seek your utmost support and cooperation on the above request.

For further coordination, your staff may contact Mr. John Emarson Abres at 8635-0551 or johnemarson.abres@deped.gov.ph.

Thank you.



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Real Estate and Property Management Office

MEMORANDUM

TO: **ALL REGIONAL DIRECTORS**

FROM: **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT: **INVENTORY OF NON-SCHOOL PROPERTIES OF THE DEPARTMENT OF EDUCATION**

DATE: February 13, 2025

This has reference to Administrative Order No. 21 (A.O. 21) titled "*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 30 April 2024.

In compliance with the directive outlined in the *Letter* dated 27 December 2024 (attached as **Annex A**) from the Department of Environment and Natural Resources-Land Management Bureau (DENR-LMB), this office has begun consolidating data related to the aforementioned AO. However, attached is the data we have gathered from the submitted National Asset Registry System (NARS) from each region, not all field offices have completely accomplished the NARS Form. Attached as **Annex B** is a copy of the consolidated but incomplete data.

In this light, we kindly request each regional office to verify the information and accomplish the missing data of non-school properties by downloading Annex B through this link: bit.ly/AO21-AnnexB-Final. Each region must consolidate the information from each Schools Division Office under its jurisdiction.

We hope to receive an advance copy of verified and accomplished Annex B via email at oua.repmo@deped.gov.ph on or before **28 February 2025**. Original signed copy shall be submitted on or before **07 March 2025**.

For further coordination, your staff may contact Mr. John Emarson Abres at 8635-0551 or johnemarson.abres@deped.gov.ph.

Thank you very much.

Kindly specify if the lot is owned by LGU where the field offices are situated.

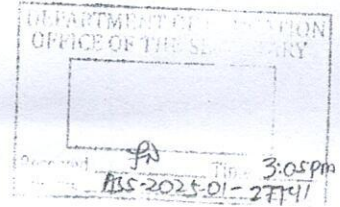
Annex A

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



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

27 DEC 2024



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.

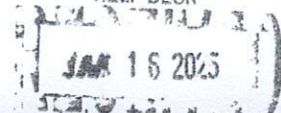
The timely submission of this information is essential to meet the objectives outlined in Administrative Order No. 21. Therefore, we kindly request that this matter be given attention within your agency.

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



By: Roland Time: 9:14 AM
Doc. #: 10-26-22
From: Paul (GCE)

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



10208E
LEAD-100

SCANNED



Republic of the Philippines
 (Please insert logo and name of the Submitting Agency)

INVENTORY OF GOVERNMENT LANDS

No.	PSGC	Location of the Land					Total Area (In sqm)	Proof of Ownership/ Claim (Title No. / Reference)			Zoning Classification *	Actual Land Use **	Other Information
		Region	Province	Municipality/City	Barangay	Lot Information		Title No. 4a	Proclamation No. / Executive Order No. 4b	Instrument of Transfer 4c			
1	2a	1b	2c	2d	2e	1				3	4	5	
2													
3													
4													
5													
6													
7													
8													
9													
10													

Prepared by:
 (NAME AND ORGANIZATION)

Approved by:
 (NAME AND TITLE)

* Zoning Classification: Special use, Residential, Commercial, Institutional, Industrial, Agricultural, others, per (LUP of concerned local government Unit (LGU)
 ** Actual Land Use: Residential, Commercial, Institutional, Industrial, Agricultural, others, per (LUP of concerned local government Unit (LGU)
 Other Information: Priority/Secondary/Procedural Purposes

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.

169	Oroquieta City																			
170	Ozamis City																			
171	Tangub City																			
172	Valencia City																			
173	Regional Office R11	Daiao City	Poblacion			3,000	T-129295													
174	Daiao de Oro																			
175	Daiao City																			
176	Daiao del Norte																			
177	Daiao del Sur	Padada	Northern Paligue			7,000														
178	Daiao Oriental																			
179	Digos City																			
180	Marikina City																			
181	Panabo City																			
182	Samal City																			
183	Tagum City																			
184	Daiao Occidental																			
185	Regional Office R12	Malita	Luzaron			6,000	144-2021000864													
186	Cotabato																			
187	Cotabato City																			
188	General Santos City																			
189	Kidapawan City																			
190	Koronadal City																			
191	Sarangani																			
192	South Cotabato																			
193	Sultan Kudarat																			
194	Tacurong City																			
195	Regional Office CAR																			
196	Abra																			
197	Apayao																			
198	Baguio City																			
199	Benguet	Baguio City	Military Ctr-Off																	
200	Benguet	La Trinidad	Wangal																	
201	Kalinga	Tabuk City	Bulanao			9,000	T-17874													
202	Mt. Province	Bontoc	Poblacion			1,013														
		Paracelis	Poblacion			22,346														
203	Tabuk City	Tabuk City	Bulanao Norte			8,000														
204	Regional Office CARAGA																			
205	Agusan del Norte																			
206	Agusan del Sur	Cabadbara	Comgasasas			1,000														
207	Bayugan City																			
208	Bigugan City																			
209	Butuan City																			
210	Cabadbaran City																			
211	Dinagat Island																			
212	Sarangani																			
213	Surigao City																			
214	Surigao del Norte																			
215	Surigao del Sur																			
216	Tandag City																			
217	Regional Office NCR																			
218	Catocuan City																			
219	Las Pinas City																			
220	Makati City																			
221	Malabon City																			
222	Mandaluyong City																			
223	Manila																			
224	Marikina City																			
225	Muntinlupa City																			
226	Navotas City																			

with informal settle

located within the premises of Bulanao Central

Coloac, Davao

the SDO's

SDO Main

SDO Sub-Office

Regional Office Complex

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