



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



**REGIONAL MEMORANDUM**

No. 679 s. 2026

**CONFIRMATION OF ACCURACY AND SUBMISSION OF MISSING DOCUMENTS  
 IN COMPLIANCE WITH ADMINISTRATIVE ORDER NO. 21 s. 2024  
 FOR REGION I**

To: Schools Division Superintendents  
 Schools Division Supply Officers

1. In line with the implementation of Administrative Order No. 21, series 2024 (A.O. 21, s. 2024) entitled "Ensuring Optimal Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands", all concerned offices and personnel are hereby directed to review, verify the accuracy of all submitted records and identify missing entries in compliance with A.O. 21 s. 2024.

2. To ensure the completeness, accuracy and integrity of data being consolidated for reporting and inventory purposes, all offices shall submit scanned copies of the following ownership records for all non-school properties within their jurisdiction for inclusion in the REPMO inventory and database on or before June 10, 2026:

a. For Titled Properties:

- a. Transfer Certificates of Title (TCT) or Original Certificates of Title (OCT)
- b. Instrument of Acquisition such as Notarized Deeds of Donation, Exchange, Turn Over or anything that serves as the legal basis for DepEd's ownership.
- c. Updated Tax declaration of Property for both land and buildings
- d. Survey Plan approved by DENR.

b. For Untitled Properties:

- a. Approved Survey Plans with Imprinted Certification: Pursuant to RA 11573 and DENR Administrative Order (DAO) 2021, 38
- b. Instrument of Acquisition such as Notarized Deeds of Donation, Exchange, Turn Over or anything that serves as the legal basis for DepEd's stewardship.

c. For Missing or Withheld Titles:

- a. Provide a status report on any property where the Owner's Duplicate Certificate has been lost or is being withheld.

d. For Non-school Properties built upon an existing School site:

- a. Submit the Technical Description for the specific portion assigned to the SDO
- b. Administrative Orders or Deeds



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Effectivity	11.18.2024	Page	1 of 2



3. All concerned officials and personnel are enjoined to exercise diligence in ensuring that all information submitted is complete, accurate, and supported by appropriate documentation. Any discrepancy, omission or delay in submission shall be addressed immediately to facilitate compliance with the requirements of Administrative Order No. 21 s. 2024 and related directives.

4. Immediate dissemination and compliance with this Memorandum is hereby enjoined.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director 

Encl.: As stated  
Reference: OM-OUA-REPMO-2026-077  
To be indicated in the Perpetual Index

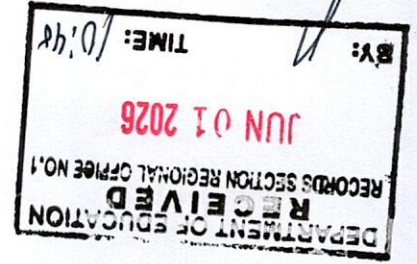
**ADMINISTRATIVE ORDER NO. 21 s. 2024**

AD-AMS/rnmb/grcd/compliancew/administrativeorder21s.2024  
June 02, 2026



Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION



Real Estate and Property Management Office

**MEMORANDUM**

OM-OUA-REPMO-2026-077

FOR : **ESTELA L. CARIÑO**  
Regional Director  
Department of Education Region I

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

SUBJECT : **CONFIRMATION OF ACCURACY AND SUBMISSION OF MISSING DOCUMENTS IN COMPLIANCE WITH ADMINISTRATIVE ORDER NO. 21 s. 2024 FOR REGION I**

DATE : 20 May 2026

This memorandum refers to previous communications dated 13 February 2025 and 2 April 2025, regarding the submission of an inventory of non-school properties along with corresponding scanned copies of required documents. This is in compliance with Administrative Order No. 21, series 2024 (A.O. 21, s. 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" signed on 30 April 2024.

In view of this, attached is the consolidated summary of your submitted inventory, detailing the non-school properties of Region I based on documents received by our office. For convenience, the same summary may be accessed through this link <https://tinyurl.com/RegionI-NS-ML>. Please use this to verify accuracy and identify missing entries in compliance with A.O. 21, s. 2024.

Please submit corrections or additional documents if you identify discrepancies, missing details, or outdated documents during verification. This ensures the REPMO maintains an accurate inventory of DepEd non-school properties, in line with the objective of A.O. 21, s. 2024.



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Tel. No.: (02) 8638-4108, E-mail: useforadministration@deped.gov.ph, Website: www.deped.gov.ph



REC2605489

Additionally, the Regional Office and all Schools Division Offices (SDOs), through the regional office, shall submit scanned copies of the following ownership records for all non-school properties within their jurisdiction for inclusion in the REPMO inventory and database:

1. For Titled Properties:

- a. Transfer Certificates of Title (TCT) or Original Certificates of Title (OCT): Submit copies of titles, specifically identifying those still registered to donors (e.g., Summer Institute of Linguistics).
- b. Instrument of Acquisition: Notarized Deeds of Donation, Exchange, Turn Over, Usufruct, Lease, Presidential Proclamation, Special Patent, Decree, Memorandum, or anything that serves as the legal basis for DepEd's ownership.
- c. Updated Tax Declarations of Property for both land and buildings: Current declarations reflecting the status and valuation of the administrative site.
- d. Survey Plan approved by DENR.

2. For Untitled Properties:

- a. Approved Survey Plans with Imprinted Certification: Pursuant to RA 11573 and DENR Administrative Order (DAO) 2021-38, all plans must bear an imprinted sworn certification from a DENR geodetic engineer affirming the land is Alienable and Disposable (A&D).
- b. Instrument of Acquisition: Notarized Deeds of Donation, Exchange, Turn Over, Usufruct, Lease, Presidential Proclamation, Special Patent, Decree, Memorandum, or anything that serves as the legal basis for DepEd's stewardship.

3. For Missing or Withheld Titles:

- a. Provide a status report on any property where the Owner's Duplicate Certificate has been lost or is being withheld.

4. For Non-school Properties built upon an existing School site:

- a. If an SDO or other administrative facility is located within a larger titled school site, the specific portion of land it occupies must be technically identified.
  - i. Submit the Technical Description for the specific portion assigned to the SDO, which could be an approved survey plan or site development plan.
  - ii. Administrative Orders or Deeds: Documents such as a Deed of Turnover or an internal DepEd administrative issuance designating the specific portion of the site for non-school (administrative) use.

This request is strictly limited to non-school properties, which include but are not limited to:

1. Regional/Division Training Centers (e.g., Baguio Teachers Camp, NEAP).
2. Administrative office sites and storage facilities/warehouses.
3. Staff housing, dormitories, and cottages.

We hope to receive an advance copy of the consolidated report and supporting scanned copies of documents via email at [oua.repmo@deped.gov.ph](mailto:oua.repmo@deped.gov.ph) through the Regional Office on or before 15 June 2026. The original signed copy shall be submitted on or before 19 June 2026.

Should you have further inquiries or concerns, your staff may contact Ms. Michelle Raymundo through Viber at (+63)960-233-8303 or via email at [michelle.raymundo@deped.gov.ph](mailto:michelle.raymundo@deped.gov.ph) and copy furnish [oua.repmo@deped.gov.ph](mailto:oua.repmo@deped.gov.ph).

Your prompt action on this matter will help maintain accurate government property records and support A.O. 21's goal of optimizing the use of government lands for national development.

Thank you for your cooperation.

No	PSGC	NON-SCHOOL (SDO & RO Sites / Training Centers / Others)	Location (Barangay, Municipal/City, Province)	Please indicate whether the RO/SDO is located within Government Center or inside the school vicinity	Lot Info (can be found in OCT/ TCT/ Survey plan/ Tax Declaration)	Survey No	Area sqm	Current Use	Ownership Status (Titled, Unutilized, Under Dispute, ...)	Mode of Acquisition	Title Type	Owners Name in the Title	Title No	Tax Declaration No	REMARKS	DOCUMENTS SUBMITTED
1		Regional Office	Catbangen, San Fernando, La Union		Lot 1 of Plan II-7567	CCS-01-001621	4,173 sqm	Regional Office		Deed of Donation	< no information >	< no information >	< no information >	Tax Declaration No. 07-022-75265 Property Identification No. 196-01-022-17-001		- Deed of Donation - Survey Plan - Tax Declaration
2		NEAP	< no information >		< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >		
3		SDO - Alaminos City	Poblacion, Alaminos City, Pangasinan		Parcel 1 Parcel 2 Parcel 3		11,120 sqm 85 sqm 15,769 sqm	Division Office	< no information >	Deed of Donation	< no information >	< no information >	< no information >	Tax Declaration No. 2018-01-04642 Property Identification No. 200-05-00-1-43-047		- Deed of Donation - Tax Declaration - Site Development Plan - Other Documents (SP Resolution No. 2017-111)
4		SDO - Batac City	< no information >		< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >		
5		SDO - Candian City	San Isidro, Candian City, Ilocos Sur		Lot No. 888- part	No Survey Number indicated	35,798 sqm	Division Office	< no information >	Deed of Donation	< no information >	< no information >	< no information >	APP No. 003-00784 Property Index No. 199-003-06-002		- Deed of Donation - Tax Declaration - Survey Plan - Other Documents (SP Resolution No. 089-2021, No. 043-09, No. 149-2021, No. 043-09, No. 001-2021)
6		SDO - Dagupan City	< no information >		< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >	< no information >		
7		SDO - Ilocos Norte	Poblacion, Laoag City, Ilocos Norte		Lot No. 2, Plan I-13643	< no information >	2,502 sqm	Division Office	< no information >	Deed of Donation	OCT	The Provincial Government of Ilocos Norte, Philippines	No. 0-6858	Tax Declaration No. 08-010-09011 Property Index No. 101-04-01-01-008	The parcel of land donated was covered by OCT No. 0-6858	- Deed of Donation - Original Certificate of Title - Tax Declaration





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](https://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](mailto:oua.repmo@deped.gov.ph) on or before **28 February 2025**. Original signed copy shall be submitted on or before **07 March 2025**.

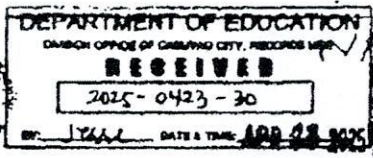
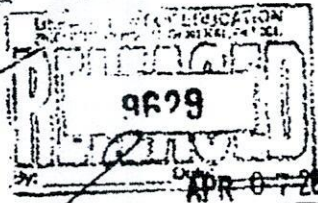
For further coordination, your staff may contact Mr. John Emanson Abres at 8635-0551 or [johnemanson.abres@deped.gov.ph](mailto:johnemanson.abres@deped.gov.ph).

Thank you very much.

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



Room 117, Ground Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: (02) 8638-4108; 8687-4177; Email: [usecloradministration@deped.gov.ph](mailto:usecloradministration@deped.gov.ph)



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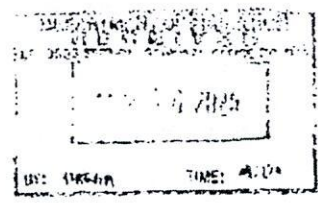
**MEMORANDUM**

**TO: ALL REGIONAL DIRECTORS**

**FROM: ATTY. MEL JOHN L. 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.

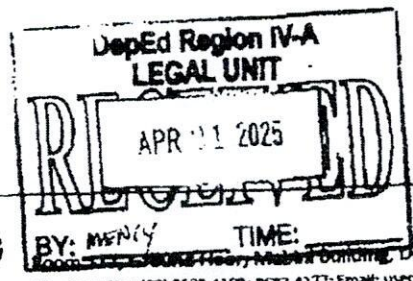
In this light, this office is respectfully requesting for the submission of the scanned copy of the following documents which would form part of the REPMO inventory and database:

- 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 [ous.repmo@deped.gov.ph](mailto:ous.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 Emerson Abres at 8635-0551 or [johnemerson.abres@deped.gov.ph](mailto:johnemerson.abres@deped.gov.ph).

Thank you.



APR 11 2025  
MARLENE WIGES LANTON  
D. 2:26

