



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

February 18, 2025

DIVISION MEMORANDUM

No. 064 s, 2025

SUBMISSION OF REQUEST FOR FUNDS FOR SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTRY OF DEEDS FOR FISCAL YEAR 2025

To: Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned

1. With reference to the attached DepEd Memorandum OULLA-2025-203 dated February 5, 2025, the Office of the Undersecretary for Legal and Legislative Affairs and the Sites Titling Office of the Department of Education will allocate funding to support Schools Division Offices (SDOs) in securing absolute ownership of public-school sites. The funding will be specifically earmarked for the survey, titling, and registration of school sites to ensure that SDOs have the necessary resources to complete these vital processes.
2. To facilitate the required funding, all concerned school heads and/or Administrative Officers of the schools as part of their respective duties for property custodianship are required to submit a **Complete Staff Work Report (CSWR)**, containing the historical background of the school and funding requests, including estimated costs relating to titling, surveying, registration, and incidental expenses such as transportation.
3. The school heads and/or administrative officers concerned shall likewise be required to attached pertinent documents of ownership to the CRWR, such as but not limited to:
 - a. Deed of Donation
 - b. Deed of Sale or Deed of Absolute Sale
 - c. Declaration of Real Property Tax (Tax Declaration) or
 - d. Survey (Technical Description) if any.
4. The above-mentioned documents must be submitted to the Division Legal Unit **on or before February 28, 2025**, for review and evaluation.
5. For the information, guidance, and appropriate action of all concerned.

GAUDENCIO C. ALJIBE, JR., CESO VI
Schools Division Superintendent

enc/
as stated

DepEd Northern Samar
RELEASED

By: AB

Date: 2-21-25



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Division Official Website: <https://northensamar.deped.gov.ph>

Enclosure No. _____ to DM No. _____s 2025

COMPLETE STAFF WORK REPORT (CSWR)
Template

I. School Site Details

Name of School	
School ID	
Complete Address	
How many students are presently enrolled?	
How many teachers and staff are employed?	

Location and boundaries of the school

How large is the land area occupied by the school?	
Has there been a survey/relocation conducted to determine the boundaries of the school?	
Does the school/DepEd have any document to show the exact location and metes and bounds of the school site?	

Establishment of the school

When was the school established?	
How was the school established? / Who established the school?	
What year did the school start its operations? / How long has the school been in operation?	
Has the school changed its name? If yes, what was the original name of the school?	

Ownership of the lot / Acquisition of the school site / Basis of occupation of the school site

Does the school have a title to the lot? / Is the lot registered in the name of the school?	
Has the school applied for registration of the lot? What happened in the proceedings?	
How did the school acquire the lot? / How did the school come into possession of the lot?	
Has the lot been declared for tax purposes? In whose name?	

Buildings and improvements on the school site

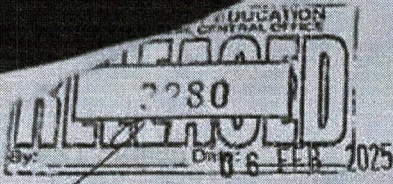
How many buildings are in the school?	
When were these buildings/improvements constructed?	
Whose funds were used to construct these buildings/improvements? / How much do these buildings/improvements cost now?	

Point Persons

School Principal	
Name:	
Mobile number:	
E-mail address:	

Funding Requirements

Amount of Funds Requested	
Purpose/s of the Funds Requested	
Estimated costs relating to titling, surveying, registration, and incidental expenses such as transportation	



JKS#127 V111

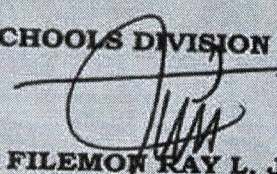
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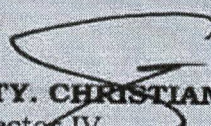
MEMORANDUM
OULLA-2025- 203

FOR : ALL REGIONAL DIRECTORS
ATTENTION : ALL SCHOOLS DIVISION SUPERINTENDENTS

THE DIRECTOR
FEB 11 2025 11:37
FEB 11 2025

FROM : 
ATTY. FILEMON RAY L. JAVIER
Undersecretary

EPADY
FEB 11 2025
1322


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

SUBJECT : Submission of Request for Funds for Survey, Titling of School Sites, and Registration of Special Patents transmitted to Registry of Deeds for Fiscal Year 2025

DATE : FEB 05 2025

As part of its 2025 budget, the Department of Education (DepEd), through the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) and the Sites Titling Office (STO), will allocate funding to support Schools Division Offices (SDOs) in securing absolute ownership of public school sites. This funding will be specifically earmarked for the survey, titling, and registration of school sites, ensuring that SDOs have the necessary resources to complete these vital processes. In preparation for the release of funds for survey and titling of school sites, as well as registering Special Patents with the Registry of Deeds (RoD), SDOs must submit their funding requests through their respective Regional Offices (ROs) to the DepEd STO **on or before 28 February 2025.**

Consequently, it is for SDOs to ensure their requests are prepared for execution within the current year, given the validity period of the allocated funds. To facilitate this, SDOs, with the assistance of their school heads, are instructed to conduct a thorough inventory of public elementary and secondary school sites that require survey and titling or have approved Special Patents pending registration with the RoD. This includes school sites previously donated to the DepEd but remain untitled or not yet transferred under the name of the DepEd. Prior to submission of the requests, SDOs are advised to undertake the following actions:

1. Identify school sites that need segregation or subdivision surveys and titling, ensuring that all required documents are complete;



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2. Consult with the respective RoD to determine the necessary requirements and estimated costs for transferring titles, which will form the basis of the funding request;
3. Collaborate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to confirm the requirements and costs for conducting surveys of school sites. If DENR-CENRO cannot perform the surveys, SDOs should obtain cost estimates from local survey providers; and
4. Coordinate with the DENR-Provincial Environment and Natural Resources Office (PENRO) to secure a list of approved Special Patents already transmitted to RoD for registration. Additionally, confirm with DENR-PENRO the corresponding fees required for the registration process.

Accordingly, the funds shall be used solely for the intended purpose and that the same are effectively and efficiently utilized within the designated funding period. The funding requests should include estimates for all costs related to titling, survey, registration, and incidental expenses such as transportation. Moreover, the submissions shall be accompanied by a Complete Staff Work Report (CSWR), detailing the basis for the requested amount.

Attached hereto is the template to be used by ROs and SDOs in the submission of their respective requests for the survey and titling of school sites, and registration of approved Special Patents transmitted to RoD.

For questions or additional information, please contact Mr. Jerome Broso of the STO via phone at (02) 8637-3743 or email at sto@deped.gov.ph.

For compliance and guidance.

Doc No. 102873
STO 6 & 8

