



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

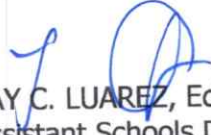
February 18, 2025

DIVISION MEMORANDUM
No. 120, s. 2025

**SUBMISSION OF REQUEST FOR FUNDS FOR SURVEY, TITLING OF SCHOOL SITES,
AND REGISTRATION OF SPECIAL PATENTS FOR FISCAL YEAR 2025**

TO : Public Schools District Supervisors/Acting PSDS
Public Elementary and Secondary School Heads
School Administrative Officers and Non-Teaching Personnel
All Others Concerned

1. The Department of Education, through the Office of the Undersecretary for Legal and Legislative Affairs, issued **Memorandum OULLA-2025-203** with 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" dated 05 February 2025, which requires Division Offices to Submit their funding requests for school site survey, titling and registration to the DepEd School Titling Office on or before 28 February 2025.
2. In compliance with the said Memorandum, all concerned are hereby required to submit their respective request, giving priority to the following:
 - a. School Sites donated to DepEd / School.
 - b. School Sites with Tax Declaration in the name of DepEd / School.
 - c. School Sites for Registration of Approved Special Patents.
 - d. School Sites with Special Patents for Release before the Registry of Deeds
 - e. No ownership documents
3. To facilitate the fund request with ease, you can input your financial data with this link
https://docs.google.com/spreadsheets/d/11bQFCtru1X5_Pp0orec3pmQzY1WVjMW4/edit?usp=sharing&ouid=116176655090340543944&rtpof=true&sd=true and the same link of the spreadsheet will also be forwarded to your respective group chats. Kindly fill up the needed data on or before 26 February 2025.
4. For your guidance and strict compliance.


FAY C. LUAREZ, EdD., PhD TM CESO VI
Assistant Schools Division Superintendent
OIC to the Office of the Schools Division Superintendent

OSDs/Finance Service/Budget Unit/jakar



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2025- 203

FOR : ALL REGIONAL DIRECTORS

ATTENTION : ALL SCHOOLS DIVISION SUPERINTENDENTS

FRO : ATTY. FILEMON RAY L. JAVIER
Undersecretary

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

FUND REQUEST FOR FY 2025
(Survey and Titling of School Sites and Registration of Special Patents)

Region: _____
Division: _____

Name of School	Estimated Amount For				TOTAL
	Survey	Titling/Transfer of Title	Registration of Approved Special Patents	Incidental Expenses	

Prepared by: _____

Signature over Printed Name and Designation

Approved by: _____

Schools Division Superintendent