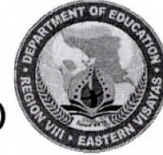




Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte



January 4, 2017

REGIONAL MEMORANDUM

No. **007** - 2017

**SUBMISSION OF DOCUMENTS NECESSARY FOR TITLING OF EXISTING SCHOOL SITES
DONATED TO DEPED**

To: Schools Divisions Superintendents
All Others Concerned

1. The Office of the Undersecretary for Legal Affairs, Sites Titling Office, DepEd Central Office, issued an Unnumbered Memorandum dated December 12, 2016 directing the Regional Offices to coordinate with their respective Division Offices to identify school sites donated to DepEd but not yet transferred in the name of the Department and consolidate documents necessary for their titling.
2. In compliance thereto, the Division Legal Officers and Division Physical Facilities Coordinators in coordination with the School Heads shall identify the said school sites and gather the following documents for consolidation by each Division, to wit:
 - a. Copy of Deed of Donation
 - b. Original Copy of Owner's Duplicate of TCT/OCT
 - c. Copy of Approved Survey Plan
 - d. Certified True Copy of Tax Declaration
 - e. Certificate of No Tax Delinquency
 - f. Transfer Tax
 - g. BIR Clearance
 - h. DAR Clearance(if agricultural land/camotal land)
3. There should also be a summary list of schools per municipality attached to the transmittal letter as part of the consolidated documents for submission.
4. Representative/s from the Sites Titling Office will be visiting this Regional Office on March 6, 2017 to validate the identified school sites that are qualified for titling. Thus, the **Final Consolidated List (excel format) together with the copies of aforesaid documents** shall be submitted to this office on or before **January 20, 2017**.
5. Immediate dissemination of and compliance with this memorandum are desired.


RAMIR B. UYTICO, Ed.D., CESO IV
OIC-Regional Director

Enclosures: DM-LA/STO-2016 dated Dec. 20, 2016

References: None

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



ACHIEVE THROUGH DATA-DRIVEN DECISIONS
ate great schools



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte



January 4, 2017

REGIONAL MEMORANDUM

No. **007** - 17s. 2017

**SUBMISSION OF DOCUMENTS NECESSARY FOR TITLING OF EXISTING SCHOOL SITES
DONATED TO DEPED**

To: Schools Divisions Superintendents
All Others Concerned

1. The Office of the Undersecretary for Legal Affairs, Sites Titling Office, DepEd Central Office, issued an Unnumbered Memorandum dated December 12, 2016 directing the Regional Offices to coordinate with their respective Division Offices to identify school sites donated to DepEd but not yet transferred in the name of the Department and consolidate documents necessary for their titling.
2. In compliance thereto, the Division Legal Officers and Division Physical Facilities Coordinators in coordination with the School Heads shall identify the said school sites and gather the following documents for consolidation by each Division, to wit:
 - a. Copy of Deed of Donation
 - b. Original Copy of Owner's Duplicate of TCT/OCT
 - c. Copy of Approved Survey Plan
 - d. Certified True Copy of Tax Declaration
 - e. Certificate of No Tax Delinquency
 - f. Transfer Tax
 - g. BIR Clearance
 - h. DAR Clearance(if agricultural land/camotal land)
3. There should also be a summary list of schools per municipality attached to the transmittal letter as part of the consolidated documents for submission.
4. Representative/s from the Sites Titling Office will be visiting this Regional Office on March 6, 2017 to validate the identified school sites that are qualified for titling. Thus, the **Final Consolidated List (excel format) together with the copies of aforesaid documents** shall be submitted to this office on or before **January 20, 2017**.
5. Immediate dissemination of and compliance with this memorandum are desired.


RAMIR B. UYTICO, Ed.D., CESO IV
OIC-Regional Director

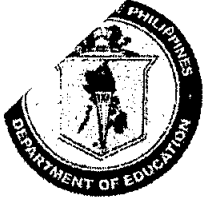
Enclosures: DM-LA/STO-2016 dated Dec. 20, 2016

References: None

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



ACHIEVE THROUGH DATA-DRIVEN DECISIONS
ate great schools



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary for Legal Affairs
Sites Titling Office

MEMORANDUM
DM-LA/STO-2016-_____

14267

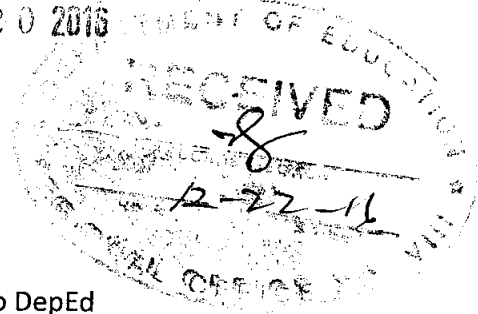
DEC 20 2016

TO : ALL REGIONAL OFFICE

FROM : *ATTY. ALBERTO T. MUYOT*
Undersecretary for Legal Affairs

SUBJECT : Titling of existing school sites donated to DepEd

DATE : 12 December 2016



In line with the mandate of the Department of Education in ensuring access to quality basic education for all Filipino learners, there is likewise a need to safeguard the interest of existing school sites from being subjected to disposal, sale, lien or encumbrance, and against reconveyance suits and claims for payment from private entity/individual or heirs of donors. Thus, the Office of the Undersecretary for Legal Affairs, through the Sites Titling Office (STO) will assist DepEd Regional Offices in the titling of existing school sites donated to DepEd but not yet transferred in the name of the Department.

In this regard, you are hereby directed to coordinate with your respective Division Offices to identify the schools and consolidate the following documents necessary for their titling:

- a. Copy of the Deed of Donation
- b. Original copy of owner's duplicate of TCT/OCT
- c. Copy of Approved Survey Plan
- d. Certified true copy of Tax Declaration
- e. Certificate of no tax delinquency
- f. Transfer tax
- g. BIR clearance
- h. DAR clearance (if agricultural land/camotal land)

Representative/s from the Sites Titling Office will be going to your respective offices next year starting January 2017 to assist you identify and validate donated schools sites that will qualify for titling. Once existing school sites are identified and validated, request for funds for the titling of identified school sites together with supporting documents shall be submitted to STO. Below are the schedules of the regional visit of STO personnel.

Region	Date	Venue
National Capital Region (NCR)	January 9, 2017	NCR Regional Office, Misamis Street, Bago Bantay, Quezon City
Region I	January 16, 2017	Regional Office I, Flores Street, Catbangen, San Fernando City, La Union
Region 3	January 23, 2017	Regional Office III, Maimpis, San Fernando City, Pampanga
Region IV-A	January 30, 2017	Regional Office IV-A, Karangalan ES, Karangalan Village, Cainta, Rizal
Region V	February 6, 2017	Regional Office V, Rawis, Legazpi City
Region VI	February 13, 2017	Regional Office VI, Durant Street, Iloilo City
Region VII	February 20, 2017	Regional Office VII, Sudlon, Lahug, Cebu City
Negros Island Region	February 27, 2017	Regional Office, West City ES, Dumaguete City
Region VIII	March 6, 2017	Regional Office VIII, Govt. Center, Candahug, Palo, Leyte
Region IX	March 13, 2017	Regional Office IX, Tiguma, Airport Road, Pagadian City
Region X	March 20, 2017	Regional Office X, Masterson Ave., Zone I, Upper Balulang, Cagayan de Oro City
Region XI	April 3, 2017	Regional Office XI, F. Torres Street, Davao City
Region XII	April 17, 2017	Regional Office XII, Carpenter Hill, Koronadal City
CARAGA	April 24, 2017	Regional Office, Km. 3, Libertad Street, Butuan City
CAR	May 2, 2017	Regional Office, Wangal, La Trinidad, Benguet
Region II	May 8, 2017	Carig, Tuguegarao City
Region IV-B	May, 15, 2017	Meralco Ave., corner St. Paul Road, Pasig City

For further information and clarifications, please contact Ms. Sorayda M. Rangiris of the Sites Titling Office (STO) at telephone numbers (02) 631-84-91 and 637-3743 or through email addresses: ayda.rangiris@deped.gov.ph or schooltitling@gmail.com.

For your information and guidance.