



Republic of the Philippines
Department of Education

07 APR 2015

DepEd MEMORANDUM
No. **31**, s. 2015

**DEPED REQUIREMENTS FOR THE ISSUANCE OF SCHOOL SITE SPECIAL PATENT
IN ACCORDANCE WITH THE DEPARTMENT OF ENVIRONMENT AND NATURAL
RESOURCES (DENR) ADMINISTRATIVE ORDER NO. 2015-01**

(Guidelines for the Processing and Issuance of Special Patents
for Public School Sites Under Republic Act (R.A.) No. 10023)

To: Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to Section 4 of Republic Act (RA) No. 10023 also known as *An Act Authorizing the Issuance of Free Patents to Residential Lands*, the Department of Environment and Natural Resources (DENR) issued Administrative Order No. 2015-01 dated March 4, 2015 entitled **Guidelines for the Processing and Issuance of Special Patents for Public School Sites Under Republic Act (RA) No. 10023**.

2. In connection with the issuance of the guidelines and pursuant to the third Memorandum of Agreement (MOA) between the Department of Education (DepEd) and DENR, DepEd shall provide the DENR with the list of 15,000 school sites which may qualify for the issuance of Special Patents for School Sites and educational purposes.

2. In compliance with the guidelines and the MOA, the heads of public elementary and secondary schools whose schools are included in the DepEd School List are directed to prepare and submit the following requirements to their respective schools division offices (SDOs) seven days from the receipt of this Memorandum:

- a. Accomplished Request Form of the Schools Division Superintendent (SDS) or Authorized Official from the DepEd Central Office for the issuance of Special Patent;
- b. Historical background of possession or occupation;
- c. Recent photographs showing the panoramic view of the area, as well as adjacent areas, vicinity improvements introduced, buildings, landmarks, identifying features, settlements, if any; and
- d. Certification of no pending land registration case application over the proposed area issued by the Regional Trial Court (RTC) or Land Registration Authority (LRA) having jurisdiction over the land.

4. The SDOs are directed to submit certified true copies of the requirements to the National Task Force on School Site Titling, Ground Floor, Room 110, Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City within seven days from the receipt of the requirements from the schools concerned.

5. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference:

DepEd Memorandum: No. 28, s. 2015

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

CERTIFICATION
REQUIREMENTS
SCHOOLS
SITES

Sally: deped issuance of sch. site & special patent with DENR AO no. 2015-01
0191-March 20, 2015/3-31