



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **189**, s. 2018

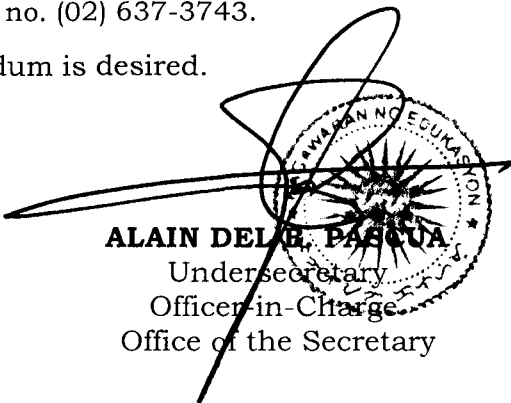
10 DEC 2018

SUBMISSION OF REQUESTS FOR FUNDS FOR SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTER OF DEEDS FOR FISCAL YEAR 2019

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues this Memorandum on the **Submission of Requests for Funds for Survey and Titling of School Sites, and Registration of Special Patents Transmitted to the Register of Deeds (RoD) for Fiscal Year (FY) 2019**. This is to reiterate the requests of the Office of the Undersecretary for Legal Affairs, through the Sites Titling Office (STO), as previously requested from schools division offices (SDOs) during the 2018 1st Quarter regional visit of the STO in connection with the implementation of the government's budget reform on the Annual Cash-Based Appropriations starting FY 2019.
2. In preparation for the downloading of funds for FY 2019 for survey, titling of school sites, and registration of special patents, and in order for the STO to prioritize properly and determine the amount that will be downloaded to SDOs, request for funds by SDOs must be submitted through their respective regional offices (ROs) to STO on **December 15, 2018**.
3. Further, the SDOs are reminded that their respective requests should be ready for implementation by 2019 1st quarter taking into consideration of the cash-based budgeting approach. Thus, the SDOs are directed to map public elementary and secondary school sites within its area of jurisdiction needing survey and titling with the assistance of the school heads, and those school sites issued with special patents that are transmitted to RoD for registration. The SDOs are advised to do the following activities before submitting their requests:
 - a. coordinate with the RoD within their area to find out the requirements and the cost for the transfer of title to determine the amount to be requested for transfer of title;
 - b. coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire with a geodetic engineer on the estimate amount of survey; and

- c. coordinate with the DENR-Provincial Environment and Natural Resources (PENRO) for the list of school sites with approved special patents that have been transmitted to RoD for registration, and confirm the list from the latter with a request on the corresponding amount to be paid for registration.
4. The funds to be requested by the SDOs shall cover only the titling and surveying costs, and the fees to be paid for the registration of special patent, excluding other incidental expenses.
5. Enclosed is the template to be used by ROs and SDOs in the submission of their respective requests for survey and titling of school sites, and registration of special patents transmitted to RoD.
6. For more information, contact the **Legal Service-Sites Titling Office (LS-STO)**, 3rd Floor, Mabini Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 637-3743.
7. Immediate dissemination of this Memorandum is desired.



ALAIN DELA PAZ PASCUA
Undersecretary
Officer-in-Charge
Office of the Secretary

Encl.:
As stated

References:
DepEd Memorandum: Nos. 28, and 31, s. 2015

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

FUNDS
OFFICIALS
REQUESTS
SCHOOLS
SITES
SURVEY

FUND REQUEST FOR FY 2019
(Survey and Titling of School sites, and Registration of Special Patents)

Region: _____
Schools Division Office: _____
Total amount to be requested: _____

School	Estimate amount for survey	Estimate amount for titling	Amount for Registration of Special Patents
Total			

Prepared by:

 Name and Designation

Approved by:

 Schools Division Superintendent

FUND REQUEST FOR FY 2019
(Survey and Titling of School sites, and Registration of Special Patents)

Regional Office: _____

Total amount to be requested: _____

School Division Office	Estimate amount for survey	Estimate amount for titling	Amount for Registration of Special Patents	Total
Total				

Prepared by:

Name and Designation

Approved by:

Regional Director