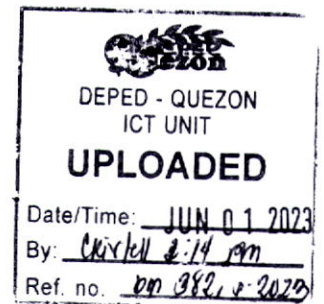




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 May 2023

DIVISION MEMORANDUM
DM No. 382, s. 2023

MANAGEMENT AND CUSTODY OF SCHOOL SITES OWNERSHIP RECORDS

To: Assistant Schools Division Superintendents
Division Chiefs
Unit / Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All other concerned

1. This is in reference to the Enclosure (*Letter E*) of **DepEd Memorandum No. 135, s. 2019**, entitled **Guidelines on the Utilization for the Survey and Titling of School Sites Under the Government Appropriation Act of 2019**, stating that **“All original copies of documents of ownership of public school sites shall be in the custody of the Schools Division Office, through its RECORDS OFFICE. Copies of school site ownership documents shall be requested by the School concerned and the SDO Legal Unit when needed.”**
2. Pursuant to such, this Office hereby requests all schools to submit the original owner’s duplicate copy of the land title for their respective school sites, in a sealed and secure envelope. This shall be submitted to the Schools Division Office through the Records Section, starting from **June 01, 2023**, until **July 31, 2023**.
3. Attached herewith is a copy of DepEd Memorandum No. 135, s. 2019 and its enclosure for reference.
4. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

recsop05/31/2023

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education

14 OCT 2019

DepEd MEMORANDUM
No. **135**, s. 2019

**GUIDELINES ON THE UTILIZATION FOR THE SURVEY AND TITLING
OF SCHOOL SITES UNDER THE GOVERNMENT
APPROPRIATIONS ACT OF 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 the enclosed **Guidelines on the Utilization for the Survey and Titling of School Sites** acquired by virtue of Deed of Donation and Deed of Absolute Sale and Registration of issued Special Patents transmitted to Register of Deeds pursuant to Republic Act (RA) No. 11260 or the General Appropriations Act (GAA) of 2019.
2. The Congress has allocated a total amount of P161,453,000.00 to DepEd in GAA 2019, consisting of P150,000,000.00 for Capital Outlay (CO) and P11,453,000.00 for Maintenance and Other Operating Expenses (MOOE) for the acquisition, survey, and titling school sites.
3. In the line item under Support to Operations provision of the DepEd budget in RA 11260, a specific portion of the total amount allocated as Maintenance and Other Operating Expenses (MOOE) shall be exclusively used for the survey and titling of school sites.
4. For more information, please contact the **Sites Titling Office**, 3rd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at sto@deped.gov.ph or at telephone no. (02) 637-3743.
5. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Encl.

As stated

Reference:

DepEd Memorandum No. 39, s. 2018

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

BUREAUS AND OFFICES
BUDGET
FUNDS
OFFICIALS
SCHOOLS

MCDJ/MCR. DM Guidelines on the Utilization of Acquisition, Surveying, and Titling of School Sites...
0689 - September 30, 2019

GUIDELINES ON THE UTILIZATION OF THE 2018 FUNDS FOR THE SURVEY AND TITLING OF SCHOOL SITES AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTER OF DEEDS

Pursuant to the mandate of the Department to provide a conducive learning environment for school children and in order to provide DepEd field officials and personnel of the guidelines for the utilization of the 2019 continuing funds for the survey and titling of existing school sites and for the registration of issued special patents transmitted to Register of Deeds (RoD) for official registration, the following procedures are hereby issued for the guidance and compliance of all concerned.

Legal Basis

Republic Act No. 11260 or the Government Appropriations Acts of 2019 has allocated a total amount of Php161,453,000.00 to the Department of Education (DepEd) for the acquisition, improvement, survey and titling of school sites. The budget allocation for GAA 2019 consists of P150,000,000.00 for Capital Outlay (CO) and P11,453,000.00 for Maintenance and Other Operating Expenses (MOOE).

Manner of Prioritization

In the utilization of the fund under the Maintenance and Other Operating Expenses (MOOE) in the GAA 2019, the Department shall expend the same for the survey and titling of school sites. For the utilization of the said funds, the Department shall give priority to school sites donated to and purchased by the Department but not yet transferred in the name of DepEd, and for the registration of issued special patents transmitted to Register of Deeds (RoD).

Procedures

A. Survey

Donated school sites that are ready for registration/titling but without approved survey plans shall be given priority for survey. The Schools Division Office (SDO) shall coordinate with the DENR for the conduct of the survey. If DENR cannot conduct the survey, the SDO shall engage the services of a Geodetic Engineer through the appropriate mode of procurement as provided by law.

For SDOs that requested funds for surveying of school sites and intending to engage the services of a private Geodetic Engineer, compliance with the pertinent provisions of Republic Act No. 9184 and its Revised Implementing Rules and Regulations as to the appropriate mode of procurement, is enjoined.

B. Transfer of Title

For the transfer of title of school sites acquired by DepEd through Deed of Donation and Deed of Absolute Sale, it shall be initiated by the school head with the assistance of the SDO. The Deeds of Donation/Absolute Sale and other documents required for transfer shall be prepared by the school head and the SDO. The school head and the SDO shall cause the transfer of title or registration of donated/purchased school sites with the Register of Deeds where the site is situated.

The school sites shall be registered in the name of the Department of Education and the name of the school.

C. Registration of Special Patents

For special patents issued to school sites that were transmitted to Register of Deeds (RoR) for registration, the corresponding fees for its registration shall be paid by the Schools Division Offices. Once the special patents are registered and released by the RoD, the original copies shall be in the custody of the SDO and only copies of the same shall be given to the schools concerned.

D. Release and Utilization

A total of **Eleven Million and Four Hundred Thousand Fifty-Three** (Php 11,453,000.00) is allocated under the General Appropriations Act (GAA) for fiscal year 2019 for Maintenance and Other Operating Expenses (MOOE). The Central Office shall issue a Sub-Allotment Release Order (Sub-ARO) to recipient Schools Division Offices (SDOs) that will request funds for survey and titling and for the registration of special patents based on the request submitted through their respective ROs

The utilization of the funds to be downloaded to the SDOs is limited only for the payment of fees for the survey and titling of school sites and for the registration of issued special patents transmitted to RoD.

E. Management and Custody of School Sites Ownership Records

All original copies of documents of ownership of public school sites shall be in the custody of the Schools Division Office, through its Records Office. Copies of school sites ownership documents may be requested by the School concerned and the SDO Legal Unit when needed.

F. Reporting

Each SDO is accountable for the disbursement and liquidation of funds based on the activities set forth in these guidelines subject to the usual accounting and auditing rules and regulations.

Upon completion of the survey and titling of existing donated school sites and the registration with the RoD of the special patents issued by the DENR, the SDO shall submit an accomplishment report using Enclosure 1 and electronic copies of the documentation of the completed transactions (e.g. TCT, land survey blueprint) to the RO.

The RO shall consolidate the accomplishment reports submitted by the SDOs using the format in Enclosure 2, and submit to the Sites Titling Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City.

G. Monitoring

To ensure the effective implementation of the activities set forth in these guidelines, the Sites Titling Office in coordination with the Regional Offices shall monitor the implementation and utilization of the funds for the abovementioned activities.