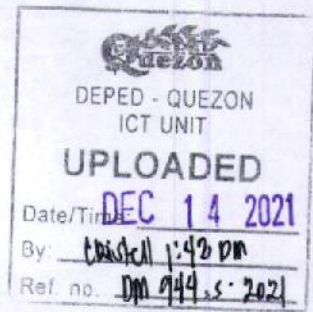




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



14 December 2021

DIVISION MEMORANDUM
 DM No. 944, s. 2021

FLOWCHART ON THE TRANSFER OF SCHOOL SITE TITLE

To: OIC-Assistant Schools Division Superintendents
 Division Chiefs
 School Heads
 Teachers-in-charge/Officers-in-charge
 All Concerned

1. Committed to provide the field a guidance and expedite the process of transferring school site ownership to DepEd, this Office releases the flowchart on the transfer of school site for the information of all concerned. Please see attached enclosure.
2. For further queries on school site concerns, you may reach the members of the Division Land Titling Committee listed below:

Elizabeth M. De Villa	Chief EPS, SGOD	Adviser/Consultant
Raul R. Agaran	EPS, SGOD	Chairperson
Atty. Rexcia Marie B. Baldeo	Legal Officer III	Co-Chairperson
Carleen D. Aguila	Legal Assistant I	Secretariat

TECHNICAL WORKING GROUP

Allan E. Data	Caridad C. Grimaldo	Janet N. Suaverdez
Luninning R. Mendoza	Felix M. Alegre	Sarah O. Mendoza
Elmer V. Lozada	Anabella V. Razona	Mildred S. Villamayor
Elpidio javier	Meriam R. Diran	Ramil M. Gonda

3. Immediate and widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
 Assistant Schools Division Superintendent
 Officer-in-charge
 Office of the Schools Division Superintendent

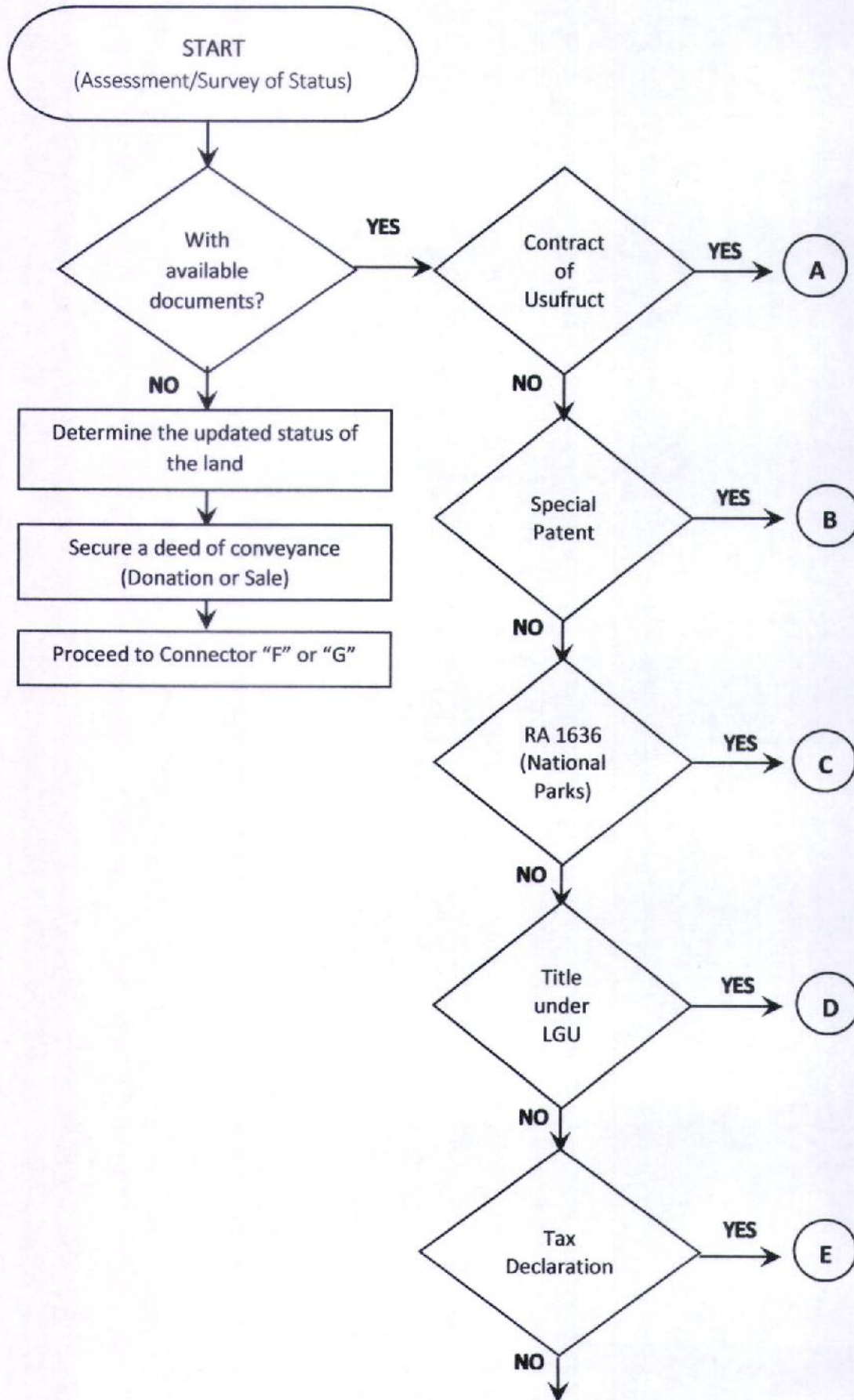
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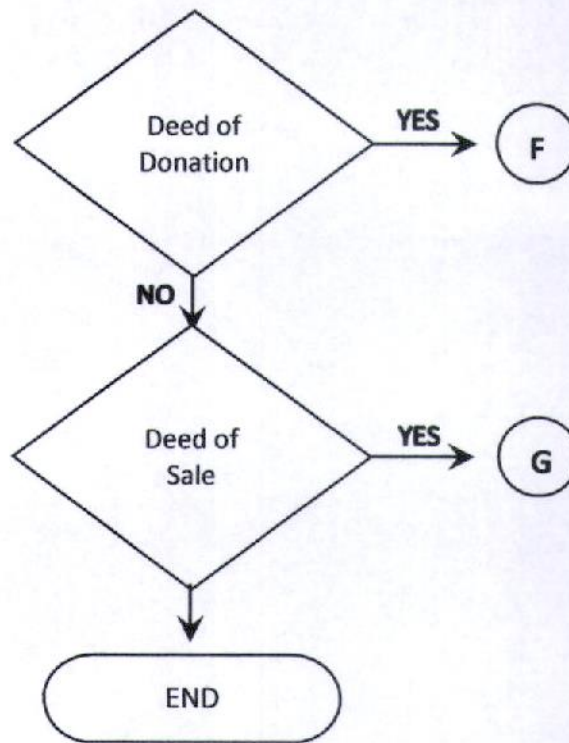


"Creating Possibilities, Inspiring Innovations"

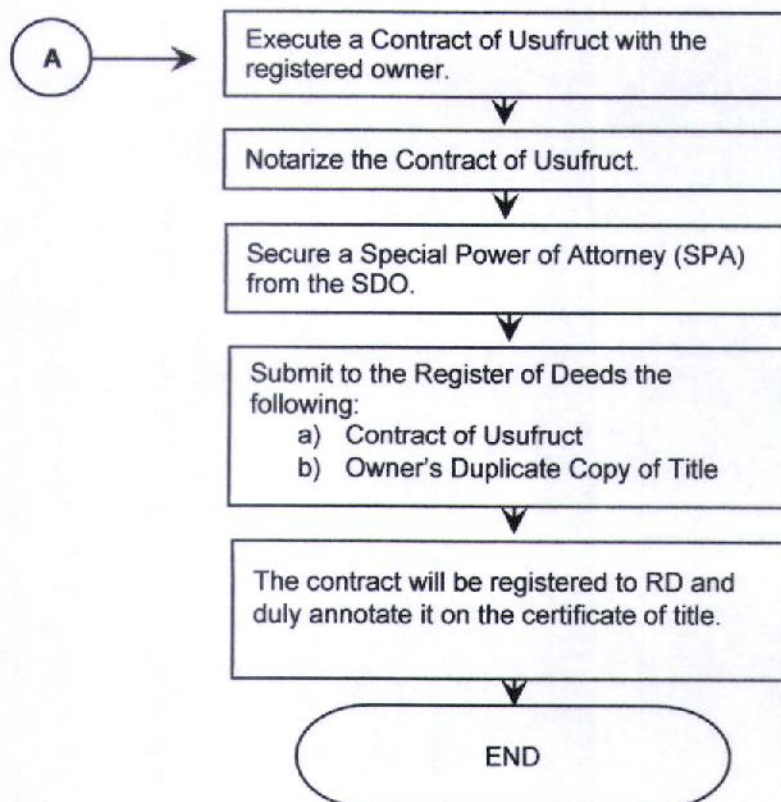
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph

SCHOOL LAND TITLING FLOWCHART





FLOWCHART FOR CONTRACT OF USUFRUCT



FLOWCHART FOR SPECIAL PATENT

B →

The SDS or any authorized officer of the DepEd Central Office will file the Request for the issuance of a school site special patent at the CENRO office/Implementing PENRO office having jurisdiction over the school site with the following documents:

Historical background of possession or occupation (narrative on the how the school came into possession of the school site including relevant dates).

- a) Recent photographs with panoramic view of the land and the improvements thereon (photographs must show the front of the school site, adjacent areas, vicinity and preferably, photos of the perimeter features including natural and man-made landmarks, identifying features settlements, fences, etc.);
- b) Court/Land Registration Authority certification that there is no pending land registration case on the land or any portion thereof; and
- c) Copy of the approved survey.

CENRO will post the notice for 15 days, then issue the Certificate of Posting.

CENRO is required to process the request, within a period of one hundred twenty (120) days from the date of filing of the accomplished request form in accordance with RA No. 10023.

In case the school site has no approved survey, the CENR Officer shall issue a Survey Authority/Order to DepEd or DENR Survey Unit for the survey of the parcel.

The designated land investigator shall conduct an ocular inspection on the parcel of land, subject of the request for issuance of Special Patent.

In case an opposition is filed, the 120-day period for processing shall be deemed interrupted. The CENR Officer shall resolve the opposition or make a recommendation within 30 days from the filing of such opposition.

Upon approval of the CENR Officer, the request and the complete records of the Special Patent shall be forwarded to the PENR Officer for his/her approval and signature.

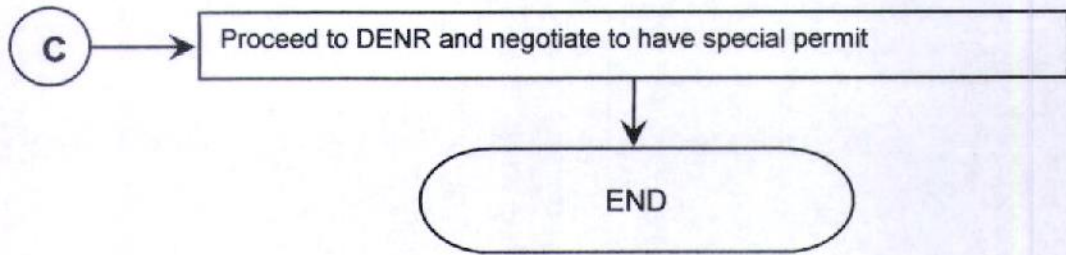
The PENR Officer shall have five (5) days from the receipt of the transmittal from the CENR Officer to approve or disapprove the Special Patent request. In case of disapproval of the request, the same is without prejudice to the refilling thereof.

Upon the approval of the Special Patent by the PENR Officer, he/she shall transmit the Patent to the Registry of Deeds (RD) for registration. The PENR Office shall inform the requesting party of the transmittal.

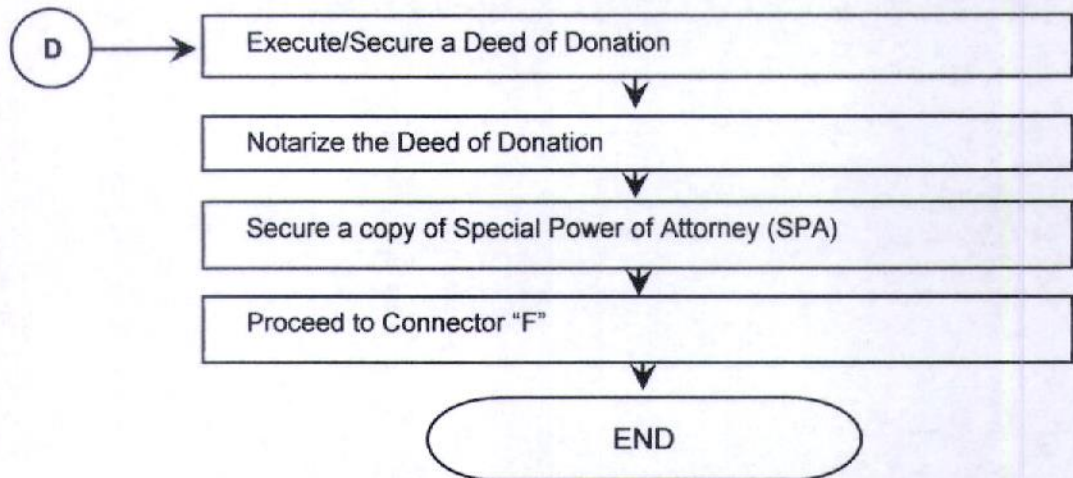
RD will issue the title to school.

END

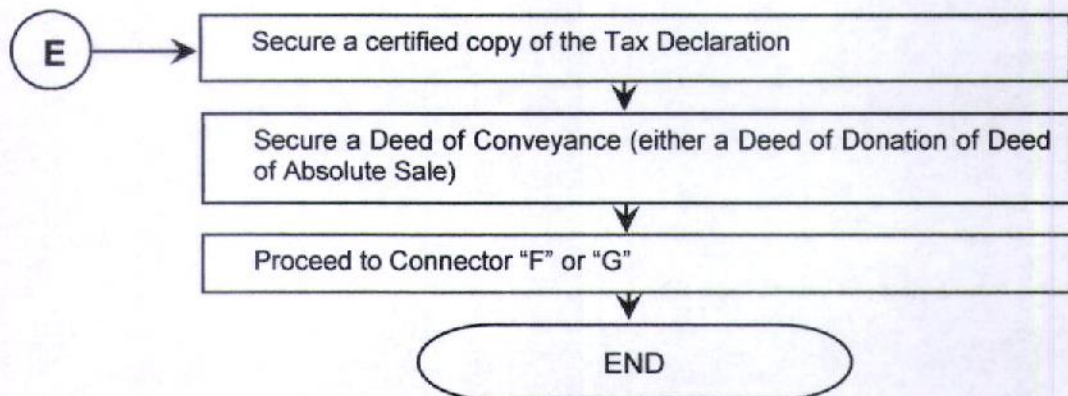
FLOWCHART FOR RA 1636 (NATIONAL PARKS)



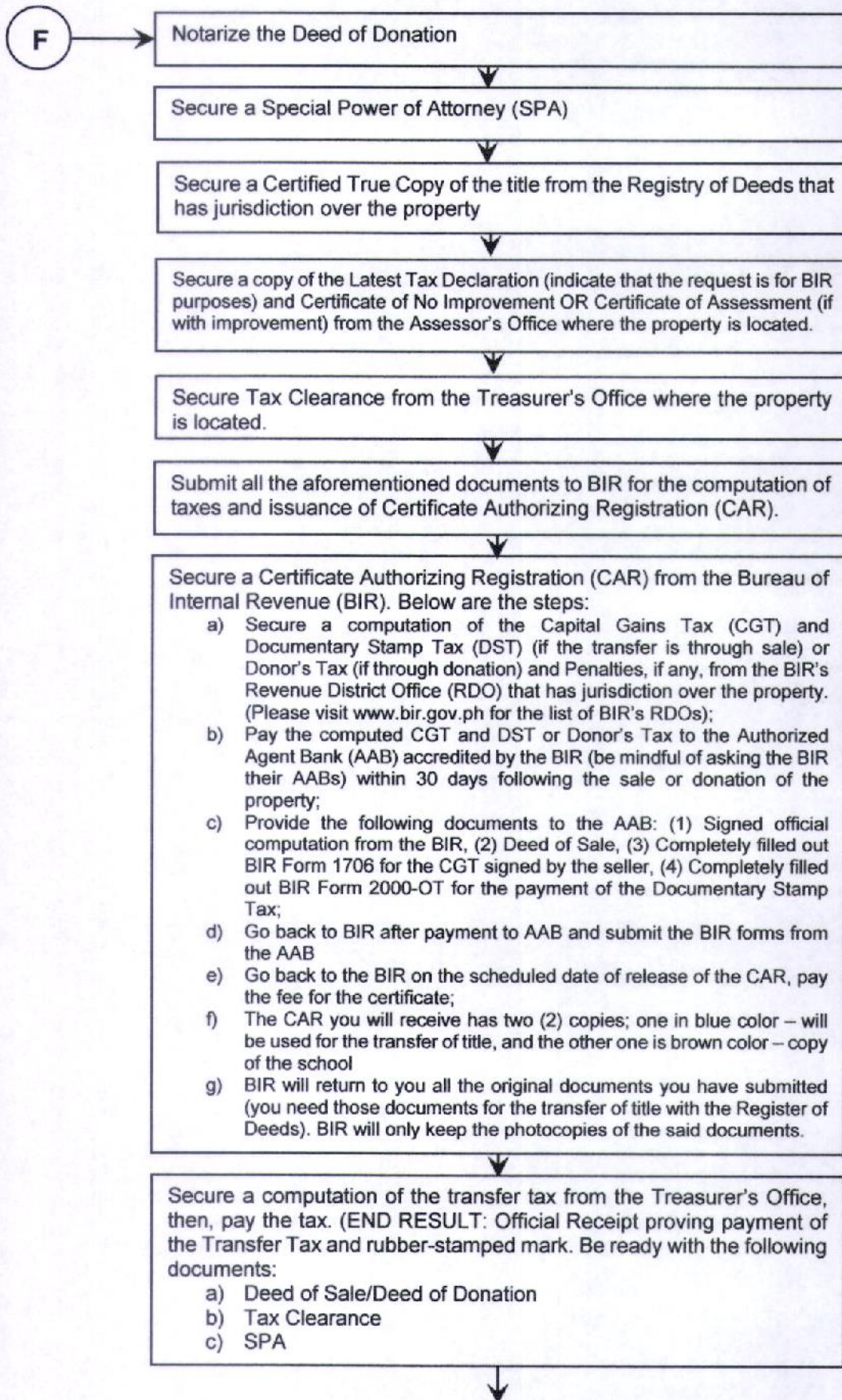
FLOWCHART FOR TITLE UNDER LGU



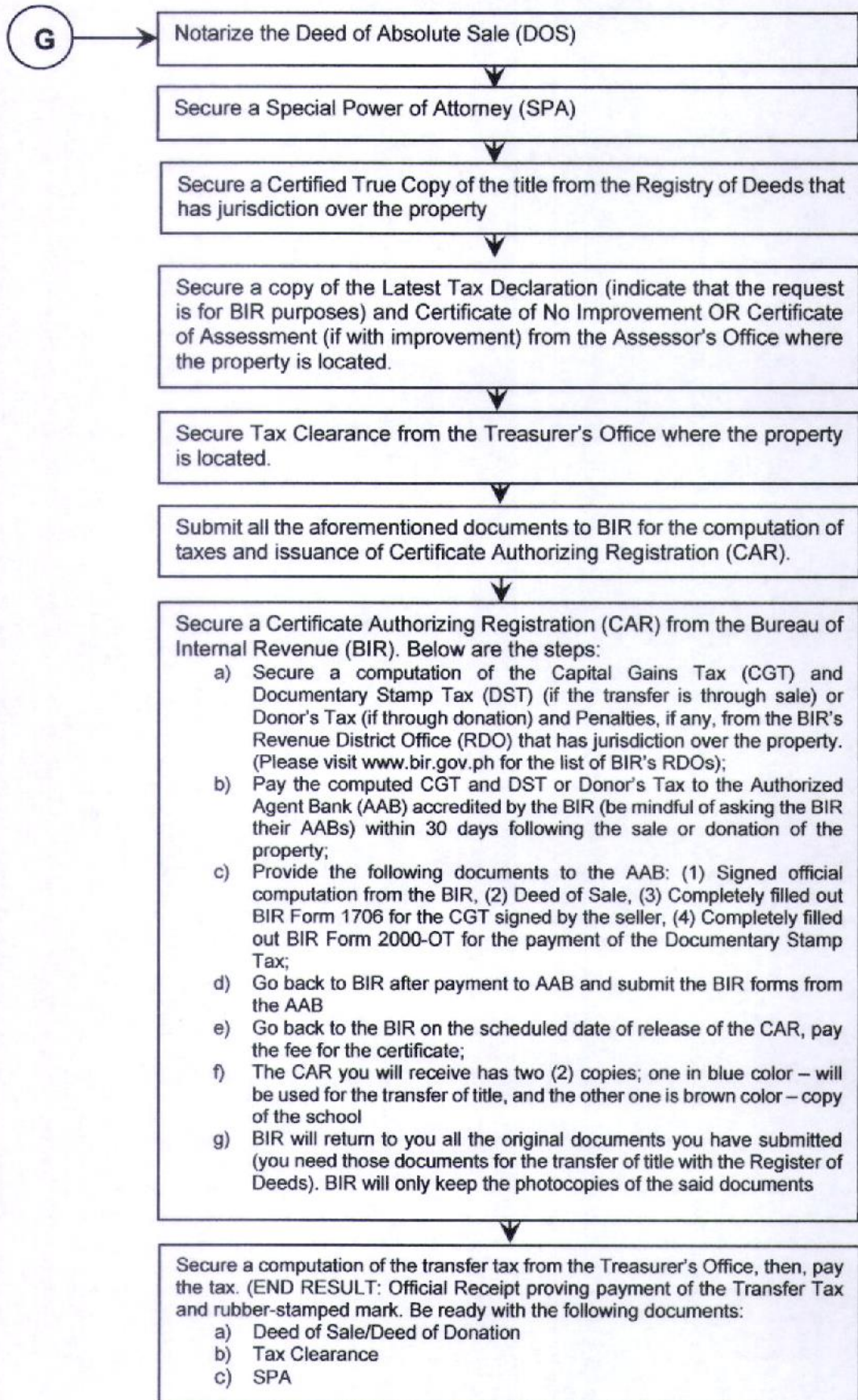
FLOWCHART FOR TAX DECLARATION



FLOWCHART FOR DEED OF DONATION



FLOWCHART FOR DEED OF ABSOLUTE SALE



Submit all the documents to the RD and surrender the Owner's Duplicate Copy of Title. Pay the registration fee to the Registry of Deeds (RD) with jurisdiction to the property. Keep your "CLAIM STUB" from RD (stating the date when you can get the new title). It normally takes about two (2) weeks to produce the new title. (END RESULT: New title under DepEd's name)



Secure a copy of the new tax declaration from the Assessor's Office upon submission.



END