



July 23, 2019

REGIONAL MEMORANDUM

No. 388, s. 2019

SUBMISSION OF COPIES OF OWNERSHIP DOCUMENTS OF PUBLIC AND SECONDARY SCHOOL SITES

TO: Schools Division Superintendent/s
This Region

1. Pursuant to DO 57, s.1995-School Site Acquisition and Documentation for all Public Elementary and Secondary Schools. All divisions are required to submit **Certified True Copies of Documents** of ownership of the following:
 - 1.1 Deeds of Donation/Sale/Usufruct/Exchange
 - 1.2 Original /Transfer Certificate of Title
 - 1.3 Tax Declaration
 - 1.4 Presidential Proclamation
 - 1.5 Special Patent
 - 1.6 Approved Survey/Subdivision Plan
 - 1.7 Forest Land Use Agreement (FLAG)
 - 1.8 Special Land Use Permit (SLUP)
2. With this, we require all division offices to submit the scanned copies to be saved in the USB to directly be downloaded to Sites Titling Office (STO) database, To expedite the sending of copies, it will be thru email sto@deped.gov.ph and depedlegal13@gmail.com on or before July 30, 2019, that contains the possible **100% complete submission** of the above documents, as per instruction from the Central Office.

For your information and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Schools Division Superintendent
Officer-In-Charge
Office of the Regional Director

Cc:
LEGAL/mpsl →
7/22/2019

DCC No.

DepEdRO13-F-REC-013/R1/5-28-2019

Document Tracking No.

2019-07-9808



(085) 342-8207



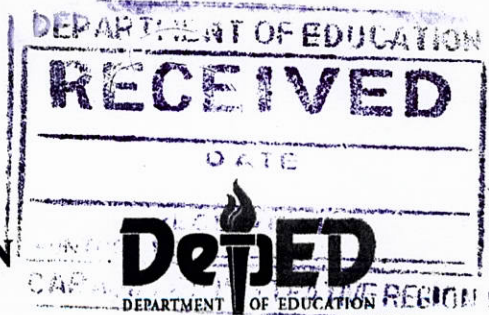
caraga@deped.gov.ph



www.caraga.deped.gov.ph



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



Tanggapan ng Pangalawang Kalihim

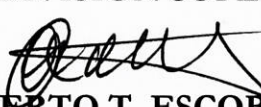
Office of the Assistant Secretary for Legal Affairs
SITES TITLING OFFICE

DEPARTMENT OF EDUCATION
RECORDS DIVISION



M
MEMORANDUM

TO : ALL REGIONAL DIRECTORS
ATTENTION: SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV
Officer-in-Charge, Office of the Assistant Secretary
Legal Affairs

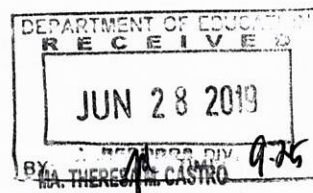
SUBJECT : Reiteration of Memorandum dated April 4, 2016 on the Submission of Copies of Ownership Documents of Public Elementary and Secondary School Sites

DATE : June 17, 2019

The Department of Education through the Sites Titling Office (STO) continues to update its database on the document of ownership of public school sites nationwide. A Memorandum dated April 4, 2016 was previously issued for the submission of copies of ownership documents of public school sites.

In relation thereto, this is to reiterate the directive in the above-mentioned Memorandum for Schools Division Offices (SDOs) that have not submitted ownership documents of public school sites within its area of jurisdiction to submit certified true copies of documents of ownership such as the following:

1. Deeds of Donation/Sale/ Usufruct/ Exchange
2. Original/Transfer Certificate of Title
3. Tax Declaration
4. Presidential Proclamation
5. Special Patent
6. Approved Survey/Subdivision Plan
7. Forest Land Use Agreement (FLAg)
8. Special Land Use Permit (SLUP)





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

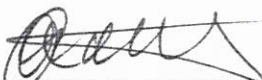


Tanggapan ng Pangalawang Kalihim
Office of the Assistant Secretary for Legal Affairs
Sites Titling Office

MEORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION: SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV
Officer-in-Charge, Office of the Assistant Secretary
Legal Affairs

SUBJECT : Reiteration of Memorandum dated April 4, 2016 on the Submission of Copies of Ownership Documents of Public Elementary and Secondary School Sites

DATE : June 17, 2019

The Department of Education through the Sites Titling Office (STO) continues to update its database on the document of ownership of public school sites nationwide. A Memorandum dated April 4, 2016 was previously issued for the submission of copies of ownership documents of public school sites.

In relation thereto, this is to reiterate the directive in the above-mentioned Memorandum for Schools Division Offices (SDOs) that have not submitted ownership documents of public school sites within its area of jurisdiction to submit certified true copies of documents of ownership such as the following:

1. Deeds of Donation/Sale/ Usufruct/ Exchange
2. Original/Transfer Certificate of Title
3. Tax Declaration
4. Presidential Proclamation
5. Special Patent
6. Approved Survey/Subdivision Plan
7. Forest Land Use Agreement (FLAg)
8. Special Land Use Permit (SLUP)

Moreover, it is hereby requested that submission of the aforementioned documents must be in scanned copies to be saved in the Universal Serial Bus (USB). The purpose of which is to directly hyperlink the said scanned ownership documents to the STO database.

The Office of the Regional Director is hereby directed, most definitely, to exert utmost effort to complete the 100% submission on or before July 30, 2019. Any further delay or non-compliance is hard to explain.

For clarifications, please contact Sites Titling Office, 3rd Floor, Mabini Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City, at telephone number: (02) 637-3743 or email address: sto@deped.gov.ph

For your information and compliance.



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 & Legislative Affairs
Sites Titling Office

MEMORANDUM
DM-LA/STO-2016-_____

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : ATTY. ALBERTO T. MUYOT
Undersecretary for Legal and Legislative Affairs

SUBJECT : Submission of Copies of Ownership Titles of Public Elementary and Secondary Schools

DATE : 04 April 2016

The Sites Titling Office (STO) is in the process of improving their database, through the digitization of its records, such as ownership titles of all public schools nationwide and other substantive documents pertaining to school titling. This initiative is to ensure an efficient and effective recording and updating of all documents of titles of public elementary and secondary schools nationwide.

In view of the foregoing, this Office hereby requests for the submission of **certified true copies** of ownership titles, which include Survey Plans and Cadastral Maps of all public elementary and secondary schools within your area. These ownership of titles may either be under the following:

1. Transfer Certificates of Title (TCT);
2. Original Certificates of Title (OCT);
3. Special Patents;
4. Presidential Proclamations;
5. Tax Declaration;
6. Deed of Donations (DODs);
7. Deed of Absolute Sale;
8. Usufruct Agreements (UA);
9. Expropriation; and
10. Other similar documents

The submissions of these documents are vital in the initial stage of the digitization project considering that the ownership titles of public schools under the custody of STO are merely photocopies and mostly unclear and difficult to be read. **Please submit clear, legible certified true copies.**

The submission of the certified true copies of the aforementioned documents shall be on or before **29 April 2016**.

For clarifications, please contact Ms. Sorayda M. Rangiris of Sites Tiling Office at the following telephone numbers: (02) 631-8491 and 637-3743 or at email address: ayda.rangiris@deped.gov.ph

For your guidance and compliance.