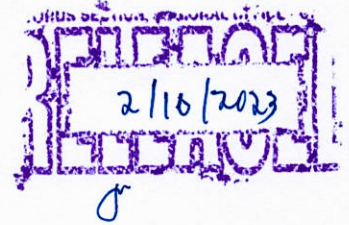




Republic of the Philippines
Department of Education
CARAGA REGION



February 10, 2023

REGIONAL MEMORANDUM
No. 0103 s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION LEGAL OFFICERS/DESIGNATES
DIVISION ENGINEERS
This Region

VALIDATION OF SCHOOL SITES FOR SURVEY AND TITLING IN
FY 2023 AND MONITORING OF SURVEY AND TITLING OF
SCHOOL SITES IN FY 2019-2021

1. Pursuant to DepEd Memorandum No. 0801 released last January. 12, 2023 informing the scheduled VALIDATION OF SCHOOL SITES FOR SURVEY AND TITLING IN FY 2023 AND MONITORING OF SURVEY AND TITLING OF SCHOOL SITES IN FY 2019-2021 of the representative/s from School Titling Office (STO) personnel of DepEd Central Office on March 15, 2023 in the Regional Office of Caraga, Butuan City.
2. In view of this, all Schools Division Office (SDO)s are requested to prepare report of all untitled school sites that will qualify for survey and titling within your respective area. The SDOs will consolidate all the following documentary requirements and send all hard copies to the Regional Office on or before **March 5, 2023.**
 - a. Copy of Notarized Deed of Donation
 - b. Original copy of Owner's duplicate of OCT/TCT, if the donated property is a titled property.
 - c. Copy of Approved Survey Plan
 - d. Certified true copy of Tax Declaration
 - e. Certificate of no tax delinquency
 - f. Transfer Tax
 - g. BIR clearance
 - h. DAR clearance (if agricultural land/camotal land)
3. All qualified untitled school Sites shall received downloaded with funds in FY 2023, included all unaccommodated requests for survey and titling in previous fiscal year.



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@depd.gov.ph



2023-02-01413

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4. Immediate dissemination to all concerned is highly enjoined.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encls.: DepEd Memorandum 0801 dated 1/12/2023
Reference: DepEd Memorandum 0801 dated 1/12/2023

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

School Titling

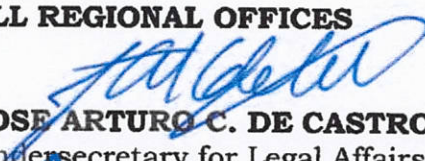
LEG/msl
2/10/2023



Republic of the Philippines
Department of Education
Legal Affairs
DepEd Complex, Meralco Avenue, Pasig City

MEMORANDUM

TO : ALL REGIONAL OFFICES

FROM :  **JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.**
Undersecretary for Legal Affairs

 **AMANDA MARIE F. NOGRALES, J.D.**
Assistant Secretary for Legal Affairs 

SUBJECT : Validation of School Sites for Survey and Titling in FY 2023 and Monitoring of Survey and Titling of School Sites in FY 2019-2021

DATE : JAN 11 2023

The Legal Affairs Strand through the Sites Titling Office (STO) will conduct a validation for survey and titling of school sites for FY 2023 and monitoring of the survey and titling of school sites in FY 2019 – 2021 for Schools Division Offices (SDOs) downloaded with funds for survey and titling. This activity aims to ensure that only SDOs with school sites that will qualify for survey and titling shall be downloaded with funds in FY 2023, taking into consideration those requests for survey and titling that were not accommodated in previous fiscal years.

In view of this, you are hereby directed to coordinate with your respective SDOs to identify untitled school sites within your area that will qualify for survey and titling. The SDOs shall start consolidating the following documentary requirements of untitled school sites in preparation for its survey and titling:

- a. Copy of the notarized Deed of Donation
- b. Original copy of owner's duplicate of OCT/TCT, if donated property is a titled property;
- c. Copy of Approved Survey Plan
- d. Certified true copy of Tax Declaration
- e. Certificate of no tax delinquency
- f. Transfer tax
- g. BIR clearance
- h. DAR clearance (if agricultural land/camotal land)

Representative/s from the STO will conduct the validation and monitoring of school sites for survey and titling starting January 2023. Below are the schedules of the regional visits of STO personnel:

Region	Date	Venue
Region I	February 1, 2023	Regional Office No. I Flores St., Catbangan, San Fernando, La Union City
Region II	March 1, 2023	Regional Office II Carig, Tuguegarao City, Cagayan
Region III	February 8, 2023	Regional Office III Maimpis, City of San Fernando, Pampanga
Region IV-A	January 18, 2023	Regional Office IV-A Karangalan ES, Karangalan Village, Cainta, Rizal
Region IV-B	January 25, 2023	Regional Office IV-B Meralco Ave. corner St. Paul Road Pasig City
Region V	April 19, 2023	Regional Office V Rawis, Legazpi City
Region VI	March 8, 2023	Regional Office VI Duran St., Iloilo City
Region VII	April 26, 2023	Regional Office VII Sudlon, Lahug, Cebu City
Region VIII	February 22, 2023	Regional Office VIII Government Center, Candahug, Palo, Leyte
Region IX	March 29, 2023	Regional Office IX Tiguma, Airport Road, Pagadian City
Region X	April 4, 2023	Regional Office X Masterson Avenue, Upper Balulang, Cagayan de Oro City
Region XI	March 22, 2023	Regional Office XI F. Torres., Davao City
Region XII	April 12, 2022	Regional Office XII Carpenter Hill, Koronadal City
CAR	February 15, 2023	Regional Office of CAR Wangal, La Trinidad, Benguet
CARAGA	March 15, 2023	Regional Office of CARAGA Km. 3, Libertad St., Butuan City
NCR	May 3, 2023	Regional Office of NCR Misamis St., Bago Bantay, Quezon City
BARMM	May 10, 2023	Ministry of Basic Education ORC Compound, Cotabato City, 9600 Maguindanao

For further information and clarifications, please contact Ms. Angeline Lana of the STO at telephone number (02) 8637-3743 or through email address: sto@deped.gov.ph.

For your information and guidance.