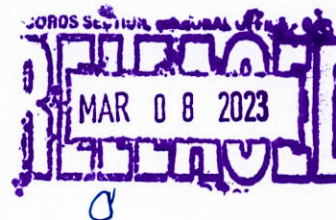




Republic of the Philippines
Department of Education
CARAGA REGION



March 7, 2023

REGIONAL MEMORANDUM

No. 0175 s. 2023

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

**1st QUARTER FORMAL MEETING AND VALIDATION OF SCHOOL SITES FOR SURVEY
AND TITLING 2023 OF REGIONAL/DIVISION LEGAL STAFF**

1. The Department of Education Caraga Administrative Region, Office of the Regional Director, Legal Unit will conduct the 1st QUARTER FORMAL MEETING AND VALIDATION OF SCHOOL SITES FOR SURVEY AND TITLING IN FY 2023 FOR THE REGIONAL/DIVISION LEGAL STAFF on March 15-17, 2023 at Surigao del Sur Division.

2. The Agenda are the following:

- a. Approval of the previous minutes of the meeting during the last Two-Quarter Meeting conducted last October 13-14, 2022.
- b. Updates by Schools Division Offices of Administrative Complaints using the new template (DM-LA 2022-0295 DATED October 25, 2022.)
- c. All Schools Division Offices are required to present a report about the following concern.
 - i. Updates on school site ownership
 - ii. Updates on downloaded funds for FY 2019 onwards
 - iii. Issues and concerns related to School Titling
- d. Report by Division of the Fund Request for FY 2023 for Survey and Titling of School Sites and Registration of Special Patents using prescribed the template.
- e. Other Matters

3. Participants are the following:

Name	Designation	Division/Region
1. Atty. Jose B. Guibone	Attorney IV	Region al Office
2. Atty. Jessa D. Mangadlao Miolata	Attorney III	Regional Office
3. Atty. Marjorie Leigh Llano	Attorney III	Butuan City
4. Atty. Carlito B. Ranoco	Attorney III	Agusan del Sur
5. Atty. Vivaniño B. Barrios	Attorney III	Surigao City
6. Atty. Kristine Felva P. Licup	Attorney III	Bislig City
7. Atty. Joseph Eric O. Lumactod	Attorney III	Surigao del Sur
8. Atty. Mellicent C. Lianza	Attorney III	Surigao del Norte
9. Atty. Sheralyne D. Pequina	Chief Administrative Officer	Dinagat Islands
10. Atty. Ronald C. Lara	Attorney III	Agusan del Norte



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11. Atty. Jeddah May C. Nangcas	Attorney III	Siargao Islands
12. Perna L. Tejano	Designate Legal Officer /AO	Tandag City
13. Jill A. Marcellones	Designate Legal Officer /AO	Cabadbaran City
14. Lucille H. Madelo	Designate Legal Officer /AO	Bayugan City
15. Elizalde G. Bernales	Special Investigator II	Regional Office
16. Maria Paulita S. Lomonsod	Legal Assistant II	Regional Office
17. Denisa O. Lindog	Administrative Assistant I	Regional Office
18. Josie M. Magsalay	Program Management Team	Surigao del Sur
19. Deorin M. Linao	Program Management Team	Surigao del Sur
20. Apple A. Lozada	Program Management Team	Surigao del Sur
21. Flor Angeline A. Lana	STO- Representative	Central Office
22. Agnes P. James	STO- Representative	Central Office

4. All expenses covered including **Travel Expenses** will be chargeable against Regional and Division MOOE Funds including one day before and after of the said activity, following COA rules and regulations. The activity will start on March 15, with Lunch, and will end on March 17, with Snacks, and check out at the noon on March 17, 2023, from the venue and accommodation.


MA. GEMMA MERCADO LEDESMA
 Regional Director

Encls.: Previous Minutes of the Meeting
 Fund Request for FY 2023 Template
 Reference: DepEd Memorandum DM-LA-2021-0187
 DepEd Memorandum 05339 2/9/2023
 To be indicated in the Perpetual Index
 under the following subjects:

1st Quarter Meeting

School Titling

LEG/msl
 03/07/2023



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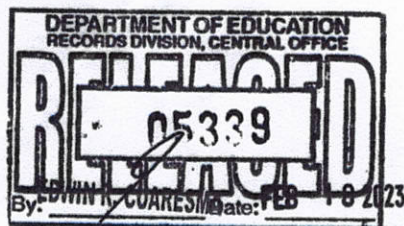


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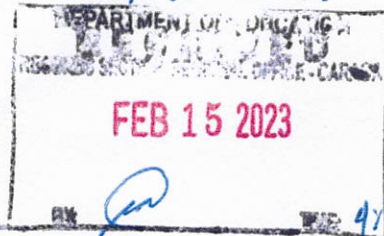
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2023-02-02038



Republic of the Philippines
Department of Education
 Legal and Legislative Affairs



MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : *[Signature]*
JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.
 Undersecretary for Legal and Legislative Affairs
[Signature]
AMANDA MARIE F. NOGRALES, J.D.
 Assistant Secretary for Legal and Legislative Affairs

SUBJECT : SURVEYING, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS IN THE REGISTRY OF DEEDS

DATE : FEB 09 2023

To support the efforts of the DepEd field offices in securing absolute ownership of untitled school sites, the Legal and Legislative Affairs (LLA), through the Sites Titling Office (STO), will be providing financial assistance to Schools Division Offices (SDOs) with school sites needing funds for survey and titling.

In preparation for the downloading of funds for surveying, titling of school sites, and registration of approved Special Patents, and in order to determine the amount that will be downloaded to SDOs, the request for funds must be submitted by SDOs through their respective Regional Offices (ROs) to LLA **on or before March 15, 2023.**

The SDOs are reminded that their respective requests should be ready for implementation this year taking into consideration the validity of the funds to be downloaded. Thus, the SDOs, with the assistance of the school heads, are directed to conduct an inventory of public elementary and secondary school sites within its area of jurisdiction needing surveying and titling, including school sites with approved Special Patents transmitted to the Registry of Deeds (RoD) for registration. The SDOs, with the assistance of the concerned school heads, are advised to do the following prior to submission of the fund requests:

1. Identify school sites needing segregation/subdivision survey and titling with complete documents;
2. Coordinate with the concerned RoD to identify the requirements and the cost for the transfer of title to determine the amount for transfer of title as basis for the request for funds;

3. Coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to determine the requirements and the cost for the conduct of survey of the concerned school sites. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire the cost of the survey in their area as basis for the amount to be requested for surveying; and
4. Coordinate with the DENR-Provincial Environment and Natural Resources Office (PENRO) for the list of approved Special Patents issued to public school sites that have been transmitted to RoD for registration. Likewise, confirm with DENR-PENRO, the said list together with a request on the corresponding amount to be paid for registration.

The funds to be requested by the SDOs should cover the costs for titling, surveying, registration of approved Special Patents, and incidental expenses such as transportation expenses. The fund request shall be supported by a Complete Staff Work with basis of the amount being requested.

Attached hereto is the template to be used by ROs and SDOs in the submission of its respective fund requests for survey and titling of school sites, and registration of approved Special Patents transmitted to RoD.

For any clarification, please contact Mr. Sobair Bato of the Sites Titling Office at the following contact details: (02) 8637-3743 and sto@deped.gov.ph

For information and guidance.

FUND REQUEST FOR FY 2023
(Survey and Titling of School Sites and Registration of Special Patents)

Region: _____
Division: _____

Name of School	Estimated Amount For			TOTAL
	Survey	Titling/Transfer Title	Registration Approved Patents	

Prepared by: _____

Approved by: _____

Signature over Printed Name and Designation _____

Schools Division Superintendent _____