



Republic of the Philippines
Department of Education

Region VI-Western Visayas

SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

NO. 074, s. 2021

March 17, 2021

**SUBMISSION OF REQUESTS FOR FUNDS FOR SURVEY, TITLING OF
SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS
TRANSMITTED TO THE REGISTRY OF DEEDS**

TO: Assistant Schools Division Superintendent
Chiefs CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Office of the Assistant Secretary for Legal Affairs, Department of Education, Sites Titling Office issued the attached Unnumbered Memorandum dated March 1, 2021 on the above-mentioned subject.
2. This is in preparation of downloading of funds for FY 2021 for survey, titling of school sites and registration of special patents, and in order for the Sites Titling Office (STO) to prioritize properly and determine the amount that will be downloaded to the School Division Offices requests should be ready for implementation in FY 2021.
3. Submit your request for those in need of survey, school sites with approved Special Patents by DENR-Provincial Environment and Natural Resources Office (PENRO) that are transmitted to the Registry of Deeds (RoD) for registration, please see enclosed template for the said report.
4. Coordinate with RoD within the area for the requirements, cost for the transfer to determine the amount to be requested for transfer of title.
5. Coordinate with DENR-Community Environment and Natural Resources Office (CENRO) for the conduct of survey of school sites concerned. If DENR-CENRO cannot conduct the survey inquire with a geodetic engineer on the estimate amount of survey, if possible provide atleast 3 quotation of different surveyors.
6. Coordinate with DENR-PENRO for the list of approved special patents issued to public school site that have been transmitted to RoD for registration and confirm the list from the latter with a request on the corresponding amount to be paid for registration.
7. Funds to be requested shall cover only the titling, surveying costs, and the fees to be paid for registration of the approved special patents, excluding other incidental expenses
8. Deadline for submission to Schools Division Office of Kabankalan City Legal Unit is on March 25, 2021 for consolidation and submission to Regional Office.
9. Widest dissemination and compliance with this memorandum is desired.

PORTIA M. MALLORCA, PhD., CESO V
Schools Division Superintendent



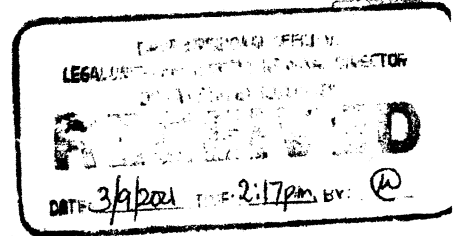
Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



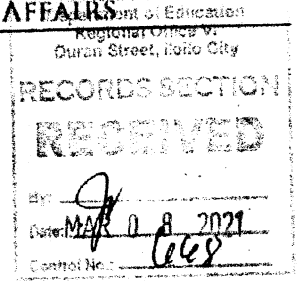
Republic of the Philippines

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS



Sites Titling Office



MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

SUBJECT : SUBMISSION OF REQUESTS FOR FUNDS FOR SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTRY OF DEEDS

DATE : March 01, 2021

In preparation of the downloading of funds for FY2021 for survey, titling of school sites, and registration of special patents, and in order for the Sites Titling Office (STO) to prioritize properly and determine the amount that will be downloaded to SDOs, request for funds by SDOs must be submitted through their respective regional offices (ROs) to the Office of the Assistant Secretary for Legal Affairs through STO on or before **March 31, 2021**.

The SDOs are advised that their respective requests should be ready for implementation in FY 2021. Thus, the SDOs are directed to go over public elementary and secondary school sites within its area of jurisdiction needing survey and titling with assistance of the school heads, and those school sites with approved special patents by DENR-Provincial Environment and Natural Resources Office (PENRO) that are transmitted to the Register of Deeds (RoD) for registration. The SDOs are likewise advised to undertake the following initial actions before submitting their requests:

1. Coordinate with the RoD within their area to find out the requirements and the cost for the transfer of title to determine the amount to be requested for transfer of title;
2. Coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire with a geodetic engineer on the estimate amount of survey; and

3. Coordinate with the DENR-PENRO for the list of approved special patents issued to public school sites that have been transmitted to RoD for registration, and confirm the list from the latter with a request on the corresponding amount to be paid for registration.

The funds to be requested by the SDOs shall cover only the titling and surveying costs, and the fees to be paid for the registration of approved special patents, excluding other incidental expenses.

Attached is the template to be used by ROs and SDOs in the submission of their respective requests for survey, titling of school sites, and registration of special patents.

For clarifications, please call Sites Titling Office at the following contact details: (02) 637-3743 and sto@deped.gov.ph

For your information and please be guided accordingly.



ATTY. ALBERTO T. ESCOBARTE, CESO III
Assistant Secretary

REQUEST FOR FUND for FY 2021
 (Survey and Titling of School Sites and Registration of Special Patents)

Region: _____

Division: _____

NAME OF SCHOOL	ESTIMATED AMOUNT FOR			TOTAL
	SURVEY	TITLING / TRANSFER OF SCHOOL SITE	REGISTRATION OF SPECIAL PATENTS	
TOTAL REQUEST	-	-	-	-

Prepared by:

Approved by:

Signature over Printed Name & Designation

Schools Division Superintendent