



Republic of the Philippines  
**Department of Education**  
 SOCCSKSARGEN REGION

November 28, 2022

REGION MEMORANDUM  
 ORD No. 30, s. 2022

**GUIDELINES FOR SCHOOLS SITES TITLING AND DESIGNATION OF DIVISION FOCAL PERSONS**

To: Schools Division Superintendents  
 All Others Concerned

- Pursuant to Executive Order No. 605, s. 2007, otherwise known as *Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program (GQMP)*, all departments and agencies of the Executive branch are directed to adopt a Quality Management System (QMS) as part of the implementation of a government-wide quality management program. Likewise, DepEd Order No. 009, s. 2021 institutionalizes the QMS which aims to integrate and streamline the systems and processes within the Department through the QMS Manual and Procedures, and Working Instructions Manual (PAWIM) that will serve as a guide for all DepEd offices and schools.
- The DepEd PAWIM, issued through DepEd Memorandum No. 014, s. 2022 aims to standardize and harmonize the implementation of the QMS across all levels of governance in the Department to ensure a ONE DepEd ONE QMS in the delivery of basic education services.
- Identified in the PAWIM as one of the support processes under Legal Management is the Sites Titling and Oversight of DepEd School Sites to assure and protect the state's rights and interests over ownership of school sites through the titling and acquisition of properties.
- Considering the complexity and arduousness of the tasks encountered in the field in addressing the problems in school sites titling, such as, but not limited to, registration, documentation, squatting and forcible entry, the Schools Division Offices are directed to **designate their respective focal person/s for school sites titling** in order to effectively accomplish and achieve the goals and objectives of the Department. The roles and responsibilities are herein outlined:

Designation	Office	Responsibilities		
Process	Responsible Offices			
	Central Office	Regional Office	Schools Division Office	School
Sites Titling and Oversight of DepEd School Sites	<ul style="list-style-type: none"> <li>Sites Titling Office</li> <li>OULA/OASLA</li> </ul>	<ul style="list-style-type: none"> <li>Legal Unit</li> <li>Education Support Services (Engineers)</li> </ul>	<ul style="list-style-type: none"> <li>SDS</li> <li>Legal Unit or Legal Officer Designate</li> <li>SGOD</li> </ul>	Office of the School Head



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal  
**Telefax No.:** (083) 2288825/ (083) 2281893  
**Website:** depedroxii.org  
**Email:** region12@deped.gov.ph





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School Head/Designated Focal Person/s	Office of the School Head	<ul style="list-style-type: none"> <li>• Facilitates the process of securing the transfer of title of the school site under his or her jurisdiction</li> <li>• Prepares the deed of donation/absolute sale and other documents necessary for titling with the technical assistance of the SDO</li> <li>• Secures the necessary <b>Power of Attorney</b> from the Department Secretary who is the <b>Donee/Buyer</b>, when applicable, through the SDO who will then transmit the request to the CO through the RO</li> <li>• Coordinates with LGU and other agencies for the production/reproduction of the necessary documents or requirements, such as:             <ul style="list-style-type: none"> <li>▪ Original copy and two (2) photocopies of the <b>Notarized Deed of Absolute Sale/Deed of Donation</b></li> <li>▪ Owner's duplicate copy and two (2) photocopies of the Transfer Certificate of Title (<b>TCT</b>)</li> <li>▪ Certified True Copy and two (2) photocopies of the <b>latest Tax Declaration</b> of the subject real property from the City or Municipal Assessor</li> <li>▪ Tax Identification Numbers (<b>TINs</b>) of the Seller/Donor and Buyer/Donee</li> </ul> </li> </ul>
Designated Focal Person/s	SGOD	<ul style="list-style-type: none"> <li>• Monitors and keeps a tracking system of the school sites records of ownership with a goal of 100% completion of school sites with titles</li> <li>• Follows up with school heads on the status of the transfer of titles of school sites</li> <li>• Keeps an inventory and repository of all original copies of records of all school sites of the division</li> <li>• Coordinates with the Legal Unit for the provision of support services to the schools</li> <li>• Takes the lead in organizing capacity building activities to schools for school sites titling</li> </ul>
Division Engineer	SGOD	<ul style="list-style-type: none"> <li>• Provides technical assistance and support services in the survey and titling of school sites</li> <li>• Assists the Legal Officer in investigating problems, issues and concern pertaining to school sites, such as, but not limited to boundary disputes and technical specifications and description of the site/land subject of dispute or controversy</li> <li>• Verifies and confirms that the technical description in the title matches with the land/site occupied by the school by conducting ocular inspections</li> </ul>



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	Division Legal Officer`	Division Legal Unit	<ul style="list-style-type: none"> <li>• Provides technical assistance and support services in matters pertaining to school sites titling and related matters</li> <li>• Serves as resource person in capacity building activities</li> <li>• Updates the Focal Person and schools of any issuance, order, memoranda, or law pertaining to school sites</li> <li>• Investigates issues and concerns pertaining to school sites</li> <li>• Requests for assistance from the Office of the Solicitor General for matters needing legal actions in courts by submitting a Complete Staff Work report to the CO through the RO</li> <li>• Requests for funds from the CO through the RO for the survey and transfer of titles of school sites</li> <li>• Reviews the validity and legality of the documents and records of ownership of school sites and transmits any notice of deficiency to the Focal Person for appropriate action</li> <li>• Transmits copies of the records of ownership of school sites to the CO through the RO</li> </ul>
	Regional Engineer	ESSD	<ul style="list-style-type: none"> <li>• Provides technical assistance and support services</li> <li>• Validates the confirmation by the division engineers as to the technical description in the title to be accurate and corresponding to the land occupied by the school sites</li> <li>• Assists in the survey of the land subject of sale/donation being used or to be used as school site</li> </ul>
	Regional Officer	Regional Legal Unit	<ul style="list-style-type: none"> <li>• Provides technical assistance and support services in the survey and titling of school sites</li> <li>• Validates the records of ownership of school sites prior to transmitting the same to the CO</li> <li>• Monitors and evaluates the status and percentage of school sites with <b>Certificate of Titles</b></li> <li>• Validates the divisions' requests for assistance from the Office of the Solicitor General prior to transmitting the same with a Regional Complete Staff Work report to the CO</li> <li>• Serves as liaison between SDOs and CO</li> <li>• Attends meetings and activities called for and initiated by the CO and other agencies pertaining to school sites</li> <li>• Updates the SDOs of any updates and other legal matters pertaining to school sites</li> </ul>



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		<ul style="list-style-type: none"><li>• Initiates regional quarterly meetings on the status of completion of school sites titling</li></ul>
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5. List of the names of the designated focal persons shall be submitted to the Legal Unit at [ro12.legal@deped.gov.ph](mailto:ro12.legal@deped.gov.ph) not later than December 10, 2022.

6. For immediate dissemination and strict compliance.

  
**CARLITO D. ROCAFORT**  
Director IV

Encl: None

References: EO No. 605, s. 2007  
DO No. 009, s. 2021  
DM No. 014, s. 2022  
DO No. 057, s. 1995  
DepEd OM-OSEC-2018-007  
DepEd OM-OSEC-2017-023

Allotment: GAA

To be indicated in the Perpetual Index Under the following subjects

BUILDINGS      FACILITIES      POLICY  
RULES AND REGULATIONS      SCHOOLS  
SITES

MBDB/ORD-LU/RM/DESIGNATION OF DIVISION FOCAL PERSONS FOR SCHOOLS SITES TITLING  
011/November 28, 2022



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