



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 13, 2023

REGION MEMORANDUM
ORD-2023-004

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

To: Schools Division Superintendents
School Sites Titling Focal Persons
All Others Concerned

1. Pursuant to the enclosed memorandum from the Office of the Legal Affairs pertaining to the 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) with downloaded funds for survey and titling, all SDOs are directed to identify the untitled school sites in their area that will qualify for survey and titling.
2. In preparation for the survey and titling of the untitled school sites, concerned SDOs shall start consolidating the following documentary requirements:
 - a. Copy of 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)
3. The above-stated documentary requirements together with a) Request for Funds for the Survey and Titling of School Sites for FY 2023; and b) the Accomplishment Reports for the Financial and Physical Utilization of the downloaded funds for the survey and titling of school sites for FY 2019-2021, shall be submitted to ro12.legal@deped.gov.ph **not later than March 31, 2023** in preparation for the regional visit on **April 12, 2023** of the representative/s from the Sites Titling Office who will conduct the said validation and monitoring of school sites for survey and titling of this region.
4. All division lawyers and School Sites Titling focal persons are enjoined to attend the said validation and monitoring on April 12, 2023 in Koronadal City, with the venue to be announced later.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org





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5. Travel, lodging, and other incidental expenses of the concerned attendees shall be charged to their respective local funds subject to the usual accounting and auditing rules.
6. For immediate dissemination and strict compliance.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: Memorandum from DepEd Legal Affairs

Allotment: NONE

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

MONITORING AND EVALUATION
SCHOOL SITE
SURVEY

MBDB/ORD-LU/RM/002/ Validation of School Sites for Survey and Titling/January 13, 2023



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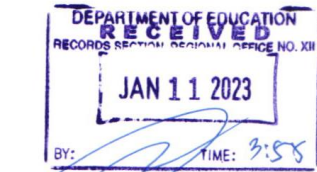


Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure to Region Memorandum



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



MEMORANDUM

TO : ALL REGIONAL OFFICES

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

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

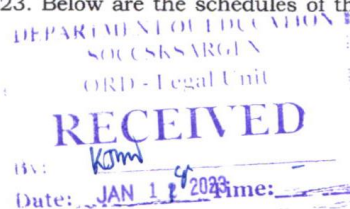
The Legal Affairs Strand through the Sites Titling Office (STO) will conduct a validation for survey and titling of school sites for FY 2023 and monitoring of the survey and titling of school sites in FY 2019 – 2021 for Schools Division Offices (SDOs) downloaded with funds for survey and titling. This 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:

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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.

Doc. No. 91760

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