



Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM**

R.M. No. 083 2015

**RELEASED**  
 APR 10 2015  
 DEPED-CAR Time: \_\_\_\_\_

DATE : April 10, 2015  
 TO : Schools Division Superintendent  
 Heads, Public Elementary and Secondary Schools

From :   
**Ellen B. Donato, Ed.D., CESO III**  
 Director IV

SUBJECT : **Dissemination of the DepEd Memorandum No. 31, s. 2015  
 and Submission of Requirements for the Issuance of School  
 Site Special Patent in Accordance with the DENR  
 Administrative Order No. 2015-01**

Pursuant to the DepEd Memorandum No. 31, s. 2015 entitled DepEd Requirements for the issuance of School Site Special Patents in Accordance with the DENR Administrative Order No. 2015-01, school heads of elementary and secondary schools without Presidential Proclamations, special patents or titles of the school sites shall submit the requirements as provided in the said Memorandum. In addition to the required submission to the National Task Force on School Site Titling by the SDOs, it is also directed that a consolidated report shall be submitted to the DepEd CAR, Regional Office for monitoring and evaluation of the compliance of schools and SDOs.

Immediate dissemination and compliance is directed.

Reference:

- RA 1003
- DAO No. 2015-01
- D.M. No. 31, s. 2015
- D.M. No. 28, s. 2015

ADM/LU/vbf

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434



Republic of the Philippines  
**Department of Education**

07 APR 2015

DepEd MEMORANDUM  
No. **31** . s. 2015

**DEPED REQUIREMENTS FOR THE ISSUANCE OF SCHOOL SITE SPECIAL PATENT  
IN ACCORDANCE WITH THE DEPARTMENT OF ENVIRONMENT AND NATURAL  
RESOURCES (DENR) ADMINISTRATIVE ORDER NO. 2015-01**

(Guidelines for the Processing and Issuance of Special Patents  
for Public School Sites Under Republic Act (R.A.) No. 10023)

To: Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to Section 4 of Republic Act (RA) No. 10023 also known as *An Act Authorizing the Issuance of Free Patents to Residential Lands*, the Department of Environment and Natural Resources (DENR) issued Administrative Order No. 2015-01 dated March 4, 2015 entitled **Guidelines for the Processing and Issuance of Special Patents for Public School Sites Under Republic Act (RA) No. 10023**.
2. In connection with the issuance of the guidelines and pursuant to the third Memorandum of Agreement (MOA) between the Department of Education (DepEd) and DENR, DepEd shall provide the DENR with the list of 15,000 school sites which may qualify for the issuance of Special Patents for School Sites and educational purposes.
2. In compliance with the guidelines and the MOA, the heads of public elementary and secondary schools whose schools are included in the DepEd School List are directed to prepare and submit the following requirements to their respective schools division offices (SDOs) seven days from the receipt of this Memorandum:
  - a. Accomplished Request Form of the Schools Division Superintendent (SDS) or Authorized Official from the DepEd Central Office for the issuance of Special Patent;
  - b. Historical background of possession or occupation;
  - c. Recent photographs showing the panoramic view of the area, as well as adjacent areas, vicinity improvements introduced, buildings, landmarks, identifying features, settlements, if any; and
  - d. Certification of no pending land registration case application over the proposed area issued by the Regional Trial Court (RTC) or Land Registration Authority (LRA) having jurisdiction over the land.
4. The SDOs are directed to submit certified true copies of the requirements to the National Task Force on School Site Titling, Ground Floor, Room 110, Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City within seven days from the receipt of the requirements from the schools concerned.
5. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Reference:

DepEd Memorandum: No. 28, s. 2015

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

CERTIFICATION  
REQUIREMENTS  
SCHOOLS  
SITES

Sally: deped issuance of sch. site & special patent with DENR AO no. 2015-01  
0191-March 20, 2015/3-31