

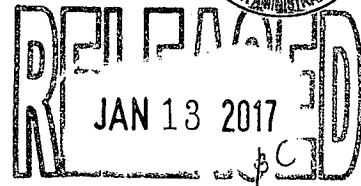


Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

No. 016-2017



DEPED-CAR Time: 9:39

DATE : **January 09, 2017**

TO : **Schools Division Superintendents
Divisions' Legal Officers / Administrative Officers
All Other Concerned**

From : 
BEATRIZ G. TORNO, Ph.D., CESO IV
OIC-Director IV

SUBJECT : **TITLING OF EXISTING SCHOOL SITES DONATED TO DEPED**

Pursuant to the unnumbered DepEd Memorandum dated December 12, 2016 "Titling of Existing School Sites Donated to DepEd", Schools Division Offices are mandated to identify the school sites donated to DepEd but not yet transferred in the name of the Department. Attached is the unnumbered DepEd Memorandum for reference.

Thus, the Legal Unit will come up with a consultation meeting of the Regional Task Force on January 24, 2017 at 8:00A.M -5:00P.M. at SNC, DepEd CAR, Wangal, La Trinidad, Benguet to discuss legal issues and concerns relative to school sites titling.

In this regard, SDOs shall come up with a list of school sites under Deed of Donation and consolidate the following documents necessary for titling:

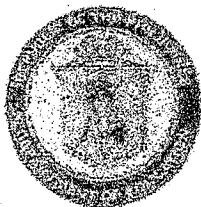
- a. Copy of the Deed of Donation
- b. Original copy of the owner's duplicate of TCT/OCT
- c. Copy of Approved Survey Plan
- d. Certified true copy of Tax Declaration
- e. Certificate of no Tax Delinquency
- f. Transfer Tax
- g. BIR Clearance
- h. DAR Clearance

The SDOs are advised to bring the list of identified schools together with the consolidated documents for titling during the consultation meeting in preparation for the scheduled validation of the Regional Office on the months of January to April, 2017 and validation of Sites Titling Office personnel of the Central Office on May 02, 2017.

Refer to the Regional Memorandum No. 009, s.2016 "Creation of Regional Task Force on School Sites Titling" dated January 12, 2016 for the identified members of the Regional Task Force.

For further information, clarifications and confirmation of attendance please contact Ms. Sheryl C. Lacdao of the Legal Unit at 423-2214.

For your information and guidance.



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary for Legal Affairs
Sites Titling Office

MEMORANDUM

DM-LA/STO-2016-_____

TO : ALL REGIONAL OFFICE

FROM : **ATTY. ALBERTO T. MUYOT**
Undersecretary for Legal Affairs

SUBJECT : Titling of existing school sites donated to DepEd

DATE : 12 December 2016

In line with the mandate of the Department of Education in ensuring access to quality basic education for all Filipino learners, there is likewise a need to safeguard the interest of existing school sites from being subjected to disposal, sale, lien or encumbrance, and against reconveyance suits and claims for payment from private entity/individual or heirs of donors. Thus, the Office of the Undersecretary for Legal Affairs, through the Sites Titling Office (STO) will assist DepEd Regional Offices in the titling of existing school sites donated to DepEd but not yet transferred in the name of the Department.

In this regard, you are hereby directed to coordinate with your respective Division Offices to identify the schools and consolidate the following documents necessary for their titling:

- a. Copy of the Deed of Donation
- b. Original copy of owner's duplicate of TCT/OCT
- 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 Sites Titling Office will be going to your respective offices next year starting January 2017 to assist you identify and validate donated schools sites that will qualify for titling. Once existing school sites are identified and validated, request for funds for the titling of identified school sites together with supporting documents shall be submitted to STO. Below are the schedules of the regional visit of STO personnel.

Region	Date	Venue
National Capital Region (NCR)	January 9, 2017	NCR Regional Office, Misamis Street, Bago Bantay, Quezon City
Region I	January 16, 2017	Regional Office I, Flores Street, Catbangan, San Fernando City, La Union
Region 3	January 23, 2017	Regional Office III, Mairapis, San Fernando City, Pampanga
Region IV-A	January 30, 2017	Regional Office IV-A, Karangalan ES, Karangalan Village, Cainta, Rizal
Region V	February 6, 2017	Regional Office V, Rawis, Legazpi City
Region VI	February 13, 2017	Regional Office VI, Durant Street, Iloilo City
Region VII	February 20, 2017	Regional Office VII, Sudlon, Lahug, Cebu City
Negros Island Region	February 27, 2017	Regional Office, West City ES, Dumaguete City
Region VIII	March 6, 2017	Regional Office VIII, Govt. Center, Candahug, Palo, Leyte
Region IX	March 13, 2017	Regional Office IX, Tiguma, Airport Road, Pagadian City
Region X	March 20, 2017	Regional Office X, Masterson Ave., Zone I, Upper Balulang, Cagayan de Oro City
Region XI	April 3, 2017	Regional Office XI, F. Torres Street, Davao City
Region XII	April 17, 2017	Regional Office XII, Carpenter Hill, Koronadal City
CARAGA	April 24, 2017	Regional Office, Km. 3, Libertad Street, Butuan City
CAR	May 2, 2017	Regional Office, Wangal, La Trinidad, Benguet
Region II	May 8, 2017	Carig, Tuguegarao City
Region IV-B	May, 15, 2017	Meralco Ave., corner St. Paul Road, Pasig City

For further information and clarifications, please contact Ms. Sorayda M. Rangiris of the Sites Titling Office (STO) at telephone numbers (02) 631-84-91 and 637-3743 or through email addresses: avda.rangiris@deped.gov.ph or schooltitling@gmail.com.

For your information and guidance.