



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph




REGIONAL MEMORANDUM

No. 115-2017

To : **Schools Division Superintendents**
All Divisions

APR 17 2017
RC

From : 
BEATRIZ G. TORNO, Phd., CESO IV
Assistant Regional Director
OIC-Office of the Regional Director

Date : April 10, 2017

SUBJECT : **Inter-agency meeting among DepEd, DENR, DPWH, and NCIP on School Site Titling**

1. Pursuant to the Memorandum from the Office of the Undersecretary for Legal Affairs, Atty. Alberto T. Muyot, regarding the Titling of Existing School Sites donated to DepEd, the Legal Unit under the Office of the Regional Director will conduct an Inter-agency meeting between DepEd, DENR, DPWH and NCIP on School Site Titling on **April 20, 2017, at H100 Ecolodge and Resto, 358 Magsaysay Avenue, Baguio City.**

2. The objectives of the activity are as follows:

- I. To clarify issues and concerns regarding special patent application and presidential proclamation processes and status.
- II. Make an inventory and consolidate the documents necessary for the titling of schools donated to DepEd within the Region but not yet transferred in the name of the Department in preparation for the scheduled validation of Sites Titling Office personnel of the DepEd Central Office on May 2, 2017.

3. Participants to the said activity is as follows:

Office/Section/Unit	Number of Participants
RD/ARD	1
Division's School Site Titling Coordinator	8
Legal Unit	3
Representative from DPWH and NCIP	2

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434



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Representative from DENR –CAR and PENRO's / CENRO's / personnel in charge of School Sites per province	9
Total	23

4. **In this regard, the Division's School Site Titling coordinators / focal persons are hereby required to submit the necessary documents for titling of the school site donated but not yet transferred in the name of the Department that was identified/committed by the division during the consultation meeting held last January 24, 2017.**
5. Also, the Division's School Site Titling coordinators are required to update and complete the entries required on the Legal Services Information System (LSIS) 2. 0. On School Site Titling on or before April 20, 2017, and to be reported during the said activity.
6. Participants are expected to be at the venue at **9 o'clock A.M.** for the registration. Meals (AM snacks, lunch and PM snacks) shall be provided, while traveling and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
7. Schools Division Offices shall confirm the attendance of the participants by submitting their names not later than **April 17, 2017.**
8. For information, guidance and compliance of all concerned.

Reference: Regional Memorandum No. 016, s. 2017 dated January 9, 2017 and Unnumbered DepEd Memorandum dated December 12, 2016 issued by the Undersecretary for Legal Affairs

ord/lu/vbf/mrsp

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



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**Inter-agency meeting among DepEd, DENR, DPWH, and NCIP
on School Site Titling**

H100 Ecolodge and Resto, 358 Magsaysay Avenue, Baguio City
April 20, 2017

Program of Activities

Time	Particular/ Agenda
9:00-9:30	Registrations of the Participants
9:30-10:00	Preliminaries
10:00-10:15	AM Snacks
10:15-11:00	Report on the Status of School Site Titling per Division
11:00-12:00	Meeting proper / Discussion on the Issues and concerns on school site titling
12:00-1:00	Lunch
1:00-3:00	Continuation of Discussion
3:00-3:15	PM Snacks
3:15-4:30	Consolidation of the documents on school site titling to be submitted for validation
4:30 onwards	Departure

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