

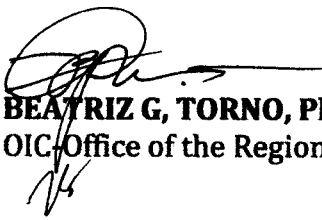


**REGIONAL MEMORANDUM**

No. 151-2017

DATE: MAY 18 2017

TO : Schools Division Superintendents  
School Sites Titling Coordinators

FROM :   
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
OIC, Office of the Regional Director

SUBJECT : **SUBMISSION OF REQUIREMENTS FOR REQUEST OF FUNDING FOR REGISTRATION OF SCHOOL SITES TO THE SITES TITLING OFFICE**

1. Pursuant to Regional Memorandum No. 123 s. 2017, the Legal Unit facilitated a meeting between the representative of the Sites Titling Office under the Office of the Undersecretary of Legal Affairs and the Legal Officers and Sites Titling Coordinators of the Division Offices.
2. During the Meeting, the Sites Titling Office representative presented the following timeline in reference to DM-LA/STO-2017-0054 entitled **Registration of Special Patents for School Sites** where Schools Division Offices are directed to submit to the Sites Titling Office the list of school sites within their jurisdiction that need funding for registration, including the estimated expenses related thereto, as soon as possible:

Timeline	Activities
April to July 2017	Request for Funds
June to August 2017	Processing and Downloading of Funds to Divisions

3. DepEd CAR is allocated **Php1,060,000.00** for registration of school sites inclusive of expenses on transfer of ownership, application for tax declaration, and surveying. The fund will be utilized on a first come first serve basis. Priority shall be given to the Special Patents already issued by DENR that is for registration in the different Register of Deeds (RODs) of the region.

MAY 18 2017





4. In order for the funds to be processed and downloaded in the Divisions, the Schools Division Offices are reminded to submit the following to the Schools Sites Titling Office on or before **June 15, 2017**:
  - a. **LIST OF SCHOOL SITES (with address, area, and the estimated cost for registration in tabular form)**
    - for REGISTRATION of Special Patents
    - for Application of Tax Declaration
    - for SEGREGATION and survey (DepEd owned)
    - for TRANSFER OF OWNERSHIP
  - b. **REQUEST FOR FUNDS** for EACH school site, signed by the Schools Division Superintendent, together with the supporting documents, including the computation of the estimated expenses for registration.
5. The Division Offices shall update the LSIS and specify in the "Remarks" the actual situation/circumstance of the school site or status of registration of the school site in case there are issues or concerns.
6. For issues, concerns, and queries, please contact Ms. Charlotte Sarmiento of the Sites Titling Office through mobile at 63 917 583 7196 or through email at [charlotte.sarmiento@deped.gov.ph](mailto:charlotte.sarmiento@deped.gov.ph).
7. For strict compliance.