



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

17 Feb 2025

DIVISION MEMORANDUM

OSDS-2025-019

SUBMISSION OF REQUEST FOR FUNDS FOR SURVEY, TITLING OF SCHOOL
SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED
TO REGISTRY OF DEEDS FOR FISCAL YEAR 2025

To: Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned

1. With reference to DepEd Memorandum OULLA-2025-203 dated February 5, 2025, the Office of the Undersecretary for Legal and Legislative Affairs and the Sites Titling Office of the Department of Education will allocate funding to support Schools Division Offices (SDOs) in securing absolute ownership of public-school sites. The funding will be specifically earmarked for the survey, titling, and registration of school sites to ensure that SDOs have the necessary resources to complete these vital processes.
2. To facilitate the required funding, all concerned school heads are required to submit photocopies of any available records pertaining to school sites and the needed data specified in Annex A.
3. The school heads shall also prepare a Complete Staff Work Report (CSWR), containing the historical background of the school and funding requests, including estimated costs relating to titling, surveying, registration, and incidental expenses such as transportation.
4. The above-mentioned documents must be submitted to the Division Legal Unit **on or before February 28, 2025**, for review and evaluation.
5. For inquiries, contact Atty. Diana Mae M. Balanay-Tampe at 09566657577/legalunit.sarangani@depd.gov.ph.
6. For the information, guidance, and appropriate action of all concerned.

ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated



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

FUNDS
SITES

DMMBT/OSDS-LU/MLA – submission of request for funds for survey, titling of school sites, and registration
of special patents transmitted to registry of deeds for fiscal year 2025
0190/17 February 2025

Annex “A”

Name of School	Contact person and number	Complete address	Amount requested	Proof of ownership (title, proclamation/ executive order, instrument of transfer)	Zoning classification