



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

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01 Jul 2025

**DIVISION MEMORANDUM**  
OSDS-2025-085

**SUBMISSION OF REQUIRED DOCUMENTS FOR SURVEYING, TITLING OF  
SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS IN THE  
REGISTRY**

To: Public Elementary School Heads  
Public Secondary School Heads  
All others concerned

Pursuant to Memorandum from the Office of the Undersecretary for Legal Affairs through the School Sites Titling Office (STO) relative to the above-entitled subject, school heads are directed to:

1. Submit the original copy of the owner's duplicate of OCT/TCT for titled schools.
2. Submit the following documentary requirements for untitled schools:
  - a. Copy of the Notarized Deed of Donation
  - b. Original copy of the owner's duplicate of OCT/TCT, if donated property is a titled.
  - 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)
  - i. DENR Clearance (declaring lot to be alienable and disposable)
3. Said documents shall be placed in an expandable long brown envelop to be submitted to this Office through the Legal Unit not later than **July 15, 2025**.
4. Should there be any concerns regarding this matter, please contact the Division Legal Officer, Atty. Diana Mae Balanay-Tampe, through [legalunit.sarangani@deped.gov.ph](mailto:legalunit.sarangani@deped.gov.ph).
5. For information and guidance of all concerned.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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Encl.: N o n e

Reference: As stated

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

FORMS  
REPORTS  
SITES

IMGD/OSDS/MLA – submission of required documents for surveying, titling of school sites,  
and registration of special patents in the registry  
0565/July 01, 2025