

Republic of the Philippines  
Department of Education  
Negros Island Region  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

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**DIVISION MEMORANDUM**

No. 106, s. 2017

To : *Assistant Schools Division Superintendent*  
*District Supervisors/ District-in-Charge*  
*School Heads of Elementary and Secondary Schools*

From : **SALUSTIANO T. JIMENEZ, CESO VI**  
Schools Division Superintendent  
OIC- Assistant Regional Director

4/3/17

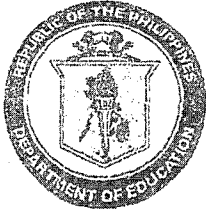
Subject: **REITERATION OF MEMORANDUM DATED 04 APRIL 2016 RE SUBMISSION OF COPIES OF OWNERSHIP DOCUMENTS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL SITES**

Date : March 31, 2017

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1. The Department through the Sites Tilting Office (STO) is currently updating its database on school sites ownership, thus a Memorandum dated 4 April 2016 on the submission of copies of ownership documents of public elementary and secondary school sites was issued.
2. In relation thereto, the STO is reiterating the directive in the abovementioned Memorandum for the submission of certified true copies of ownership documents, which include Survey Plans and Cadastral Maps, of all public elementary and secondary school sites.
3. Further, each district is directed to submit list of school sites within your area that need to be segregated and surveyed. *(Please see the attached template)*
4. In this regard, the district is hereby required to submit two (2) certified true copies of Site Ownership Documents for all schools in the district to be compiled in two (2) separate folders arranged alphabetically with table of contents stating the kind of site ownership document per school. All other pertinent documents such as, but not limited to survey plans, cadastral maps and others must be attached also.
5. Submission of the two (2) compiled Site Ownership Documents and the list of school sites that need to be segregated and surveyed per district shall be on or before April 25, 2017 in order to facilitate submission to the STO Central Office.
6. For strict compliance.

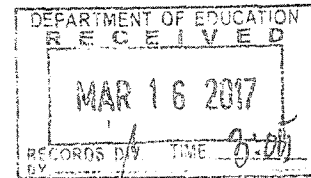
03 APR 2017



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*



*Rodel Burcer*

Memorandum  
DM-LA/STO-2017- 0053

**TO : ALL REGIONAL DIRECTORS**

**ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS**

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

**SUBJECT : Reiteration of Memorandum dated 04 April 2016 Re Submission of Copies of Ownership Documents of Public Elementary and Secondary School Sites**

**DATE : 14 March 2017**

The Department through the Sites Titling Office is currently updating its database on school sites ownership, thus a Memorandum dated 4 April 2016 on the submission of copies of ownership documents of public elementary and secondary school sites was issued by this office.

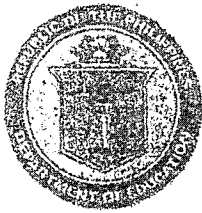
In relation thereto, we would like to reiterate the directive in the abovementioned Memorandum for the submission of certified true copies of ownership documents, which include Survey Plans and Cadastral Maps, of all public elementary and secondary school sites within your area.

Further, you are likewise directed to submit list of school sites within your area that need to be segregated and surveyed.

We are attaching herein the list of Schools Division Offices that have not yet submitted the aforementioned documents and those with partial submission, for your ready reference.

For clarifications, please contact Mr. Arvin Venezuela of Sites Titling Office at the following telephone numbers: (02) 631-4891 and 637-3743 or through email address at: [schooltitling@gmail.com](mailto:schooltitling@gmail.com).

For guidance and compliance.



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

MEMORANDUM

DM-LA/STO-2016-\_\_\_\_\_

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

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

SUBJECT : Submission of Copies of Ownership Titles of Public Elementary ✓  
and Secondary Schools

DATE : 04 April 2016

The Sites Titling Office (STO) is in the process of improving their database, through the digitization of its records, such as ownership titles of all public schools nationwide and other substantive documents pertaining to school titling. This initiative is to ensure an efficient and effective recording and updating of all documents of titles of public elementary and secondary schools nationwide.

In view of the foregoing, this Office hereby requests for the submission of certified true copies of ownership titles, which include Survey Plans and Cadastral Maps of all public elementary and secondary schools within your area. These ownership of titles may either be under the following:

1. Transfer Certificates of Title (TCT);
2. Original Certificates of Title (OCT);
3. Special Patents;
4. Presidential Proclamations;
5. Tax Declaration;
6. Deed of Donations (DODs);
7. Deed of Absolute Sale;
8. Usufruct Agreements (UA);
9. Expropriation; and
10. Other similar documents



Region: \_\_\_\_\_  
Division: \_\_\_\_\_

	Proof of Ownership	Lot Area (sqm)	Land Classification	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

School Sites to be Segregated (if portion of lot)

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Region	Total No. Of Schools (EBEIS) SY 2015 - 2016 excluding ARMM	No. of Schools with Submitted Ownership Document	No. of Schools WITH NO Ownership Documents Submitted	No. of School Sites to be surveyed	No. of School Sites to be segregated	Remarks
<b>Region IV-B</b>	<b>2,239</b>	<b>942</b>	<b>1,297</b>			
Calapan City	58	54	4			
Marinduque	226	107	119			
Occidental Mindoro	346	59	287			
Oriental Mindoro	499	224	275			
Palawan	761	224	537			
Puerto Princesa City	95	39	56			
Romblon	254	235	19			
<b>Region V</b>	<b>3,805</b>	<b>1,988</b>	<b>1,817</b>			
Albay	555	297	258			
Camarines Norte	310	201	109			
Camarines Sur	1,083	432	631			
Catanduanes	275	180	95			
Iriga City	52	47	5			
Legaspi City	56	7	49			
Ligao City	66	30	36			
Masbata	687	450	237			
Masbate City	42	23	19			
Naga City	37	23	14			
Sorsogon	530	237	293			
Sorsogon City	84	49	35			
Tabaco City	48	12	36			
<b>Region VI</b>	<b>2,849</b>	<b>1,361</b>	<b>1,488</b>			
Akian	403	327	76			
Antique	533	150	383			
Capiz	472	265	207			
Guimaras	114	102	12			
Iloilo	1,163	397	766			
Iloilo City	66	38	28			
Passi City	45	42	3			
Roxas City	53	40	13			
<b>NIR</b>	<b>2,093</b>	<b>433</b>	<b>1,660</b>			
Bacolod City	68	17	51			
Bago City	43	5	38			
Bais City	59	5	54			
Bayawan City	92	46	46			
Cadiz City	68	6	62			
Dumaguete City	25	9	16			
Escalante City	41	11	30			
Guihulngan City	66	5	61			
Kabankalan City	89	15	74			
La Carlota City	29	1	28			
Negros Occidental	690	122	568			
Negros Oriental	558	151	407			
Sagay City	64	9	55			
San Carlos City	64	1	63			
Silay City	47	5	42			
Tanjay City	90	25	65			

*No of schools with ownership* 433 *No ownership* 1,660