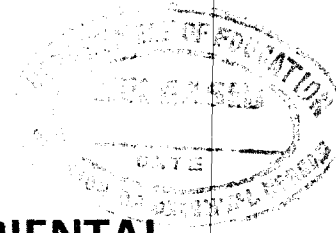




Republic of the Philippines  
**Department of Education**  
Negros Island Region  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City



MEMORANDUM

To : 1) *District Supervisors/ District-in-Charge* of concerned districts and  
2) *School Heads* of the schools in the attached listing

From : **SALUSTIANO T. JIMENEZ, CESO VI**  
Schools Division Superintendent  
OIC- Assistant Regional Director  
11/9/17

Subject: **TITLING OF EXISTING SCHOOL SITES DONATED TO DEPED**

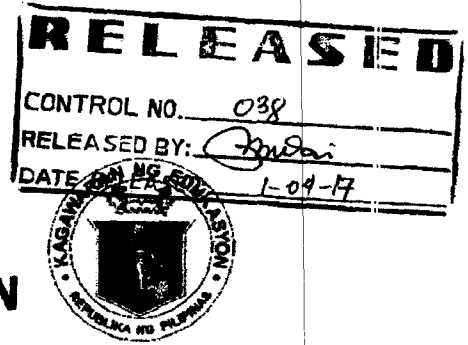
Date : January 9, 2017

1. Attached are the Regional Memorandum and Memorandum from the Office of Undersecretary for Legal Affairs, Atty. Alberto T. Muyot, regarding the ***Titling of Existing School Sites Donated to DepEd.***
2. In this regard, you are hereby required to submit to the Education Facilities Section (EFS), Division Office the following documents necessary for titling of your school sites not later than **January 27, 2017** to have ample time for consolidation before submission to the NIR Regional Office:
  - a. Copy of Deed of Donation
  - b. Original copy of owner's duplicate of TCT/ OCT
  - 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)
3. For guidance and strict compliance.

10 JAN 2017



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**



January 6, 2017


**REGIONAL MEMORANDUM**

No. 02 s. 2017

**TITLING OF EXISTING SCHOOL SITES DONATED TO DEPED**

To : Schools Division Superintendents  
School Governance and Operations Division Chiefs  
DepEd Engineers and Architects  
All others concerned

1. Attached is a Memorandum from the Office of Undersecretary for Legal Affairs, Atty. Alberto T. Muyot, regarding the *Titling of Existing School Sites Donated to DepEd*.
2. In this regard, you are hereby required to identify the school sites donated to DepEd but not yet transferred in the name of the Department. In addition, please submit the following documents necessary for titling to this office, c/o Mr. Ronald Canillo, not later than **February 15, 2017**:
  - a. Copy of the Deed of Donation
  - b. Original copy of owner's duplicate of TCT/OCT
  - 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)
3. For further inquiries, you may contact Engr. Elena D. Zerna at 0926-7678-634 or Mr. Ronald Canillo at 0906-9215-022/(035)422-1579 of DepEd NIR Regional Office.
4. Immediate dissemination of this memorandum is desired.

  
**GILBERT T. SADSAD, CESO V**  
Director III  
Officer-In-Charge  
Office of the Regional Director



# 05

**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*

14267

DEC 20

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

**TO :** ALL REGIONAL OFFICE

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

**SUBJECT :** Titling of existing school sites donated to DepEd

**DATE :** 12 December 2016

In line with the mandate of the Department of Education in ensuring access to quality basic education for all Filipino learners, there is likewise a need to safeguard the interest of existing school sites from being subjected to disposal, sale, lien or encumbrance, and against reconveyance suits and claims for payment from private entity/individual or heirs of donors. Thus, the Office of the Undersecretary for Legal Affairs, through the Sites Titling Office (STO) will assist DepEd Regional Offices in the titling of existing school sites donated to DepEd but not yet transferred in the name of the Department.

In this regard, you are hereby directed to coordinate with your respective Division Offices to identify the schools and consolidate the following documents necessary for their titling:

- a. Copy of the Deed of Donation
- b. Original copy of owner's duplicate of TCT/OCT
- 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)

Representative/s from the Sites Titling Office will be going to your respective offices next year starting January 2017 to assist you identify and validate donated schools sites that will qualify for titling. Once existing school sites are identified and validated, request for funds for the titling of identified school sites together with supporting documents shall be submitted to STO. Below are the schedules of the regional visit of STO personnel.

Region	Date	Venue
National Capital Region (NCR)	January 9, 2017	NCR Regional Office, Misamis Street, Bago Bantay, Quezon City
Region I	January 16, 2017	Regional Office I, Flores Street, Catbangen, San Fernando City, La Union
Region 3	January 23, 2017	Regional Office III, Maimpis, San Fernando City, Pampanga
Region IV-A	January 30, 2017	Regional Office IV-A, Karangalan ES, Karangalan Village, Cainta, Rizal
Region V	February 6, 2017	Regional Office V, Rawis, Legazpi City
Region VI	February 13, 2017	Regional Office VI, Durant Street, Iloilo City
Region VII	February 20, 2017	Regional Office VII, Sudlon, Lahug, Cebu City
Negros Island Region	February 27, 2017	Regional Office, West City ES, Dumaguete City
Region VIII	March 6, 2017	Regional Office VIII, Govt. Center, Candahug, Palo, Leyte
Region IX	March 13, 2017	Regional Office IX, Tiguma, Airport Road, Pagadian City
Region X	March 20, 2017	Regional Office X, Masterson Ave., Zone I, Upper Balulang, Cagayan de Oro City
Region XI	April 3, 2017	Regional Office XI, F. Torres Street, Davao City
Region XII	April 17, 2017	Regional Office XII, Carpenter Hill, Koronadal City
CARAGA	April 24, 2017	Regional Office, Km. 3, Libertad Street, Butuan City
CAR	May 2, 2017	Regional Office, Wangal, La Trinidad, Benguet
Region II	May 8, 2017	Carig, Tuguegarao City
Region IV-B	May, 15, 2017	Meralco Ave., corner St. Paul Road, Pasig City

For further information and clarifications, please contact Ms. Sorayda M. Rangiris of the Sites Titling Office (STO) at telephone numbers (02) 631-84-91 and 637-3743 or through email addresses: [ayda.rangiris@deped.gov.ph](mailto:ayda.rangiris@deped.gov.ph) or [schooltitling@gmail.com](mailto:schooltitling@gmail.com).

For your information and guidance.



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

<b>RECEIVED</b>	
CONTROL NO.	2274
RECEIVED BY:	Imari
DATE RECEIVED:	12-21-16



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

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

14265

DEC 20 2016

**TO :** ALL REGIONAL OFFICES

**ATTENTION :** SCHOOLS DIVISION SUPERINTENDENTS

**FOR :** ATTY. ALBERTO T. MUYOT  
Undersecretary for Legal

**SUBJECT :** FOCAL PERSON FOR SPECIAL PATENTS FOR SCHOOL SITES

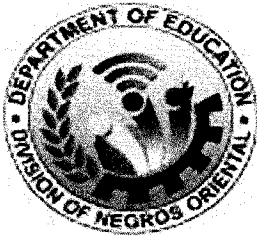
**DATE :** December 16, 2016

Pursuant to the DepEd Memorandum No. 31, S. 2015 entitled DepEd Requirements for the Issuance of School Sites Special Patents in Accordance with the Department of Environment and Natural Resources (DENR) Administrative Order No. 2015-01, you are hereby requested to designate a focal person to follow-up on and monitor the status of Special Patents for school sites transmitted to Registers of Deeds by the DENR Field offices. In addition, you are also directed to submit a consolidated report of Special Patents registered and issued by your respective local Registry of Deeds every end of the month starting January 2017 to Sites Titling Office, this Department.

Kindly forward the name, position, mobile number and email address of the designated focal person for special patents on or before December 23, 2016 at the following email: [schooltitling@gmail.com](mailto:schooltitling@gmail.com) or fax at the following number: (02) 631 8491 / (02) 637 3743.

For clarification, please contact Ms. Charlotte T. Sarmiento of Sites Titling Office.

For your guidance and strict compliance.



Republic of the Philippines  
Department of Education  
Negros Island Region

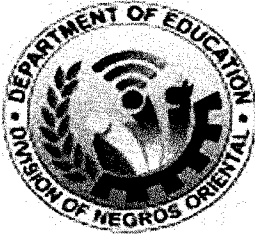
## SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

Schools without School Site Ownership document.

### Secondary Schools

School ID	School Name	Municipality	District
303207	Amlan National HS	Amlan (Ayuquitan)	Amlan
312957	Amlan NHS-Jugno Campus	Amlan ( Ayuquitan)	Amlan
303229	Demetrio Alviola NHS- Nalundan	Bindoy (Payabon)	Bindoy
312955	Masulog HS	Canlaon City	Canlaon City
312965	Jose B. Cardenas MHS- Pula Ext.	Canlaon City	Canlaon City
312919	Malongcay Dacu HS	Dauin	Dauin
312922	Jimalalud NHS- Tamao Ext.	Jimalalud	Jimalalud
303258	Pacuan National HS	La Libertad	La Libertad
303245	Barras Annex National HS	Mabinay	Mabinay
303248	Tara Provincial Community HS	Mabinay	Mabinay
303260	Pantao NHS	Mabinay	Mabinay
312951	Mabinay Science High School	Mabinay	Mabinay
312902	Sampiniton Provincial Community HS	Manjuyod	Manjuyod
312961	Manjuyod Science High School	Manjuyod	Manjuyod
312966	Panciao High School	Manjuyod	Manjuyod
312935	Sta.Catalina Science High School	Sta. Catalina	Sta.Catalina North
312913	Candugay HS (Siaton NHS Annex)	Siaton	Siaton East
303271	Ajong National High School	Sibulan	Sibulan
312953	Sibulan Night HS	Sibulan	Sibulan
312958	Valencia NHS- Dobdob Ext.	Valencia	Valencia



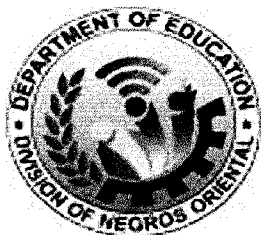
Republic of the Philippines  
Department of Education  
Negros Island Region

## SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

### Elementary Schools

School ID	School Name	Municipality	District
120025	Aurelio Ibero MES (Jugno ES)	Amlan (Ayuquitan)	Amlan
120033	Ayungon CES	Ayungon	Ayungon
120035	Buenavista Elementary School	Ayungon	Ayungon
120040	Duli-Duli Elementary School	Ayungon	Ayungon
120045	Kilaban Elementary School	Ayungon	Ayungon
120047	Libtacon Elementary school	Ayungon	Ayungon
120053	So-ok Elementary school	Ayungon	Ayungon
120174	Caguban Elementary School	Bindoy (Payabon)	Bindoy
120180	Danao ES	Bindoy (Payabon)	Bindoy
120203	Gaboc Elementary School	Canlaon City	Canlaon City
120212	Minabuntod Primary School	Canlaon City	Canlaon City
120215	Pula ES	Canlaon City	Canlaon City
120216	Tabalogo ES	Canlaon City	Canlaon City
120217	Tigbahi ES	Canlaon City	Canlaon City
120221	Bagacay Elementary School	Dauin	Dauin
120222	Baslay ES	Dauin	Dauin
120223	Bulak ES	Dauin	Dauin
120225	Dauin Elementary school	Dauin	Dauin
120226	MaayongTubig ES	Dauin	Dauin
120230	Panubtuban ES	Dauin	Dauin
120231	Tugawe ES	Dauin	Dauin
120288	Aglahug ES	Jimalalud	Jimalalud
120305	Pacuan ES	Jimalalud	Jimalalud
120310	Agbolobolo ES (Aya ES)	La Libertad	La Libertad
120312	Aya ES	La Libertad	La Libertad
120321	La Libertad North Pob. PS	La Libertad	La Libertad
120327	Martilo ES	La Libertad	La Libertad
120334	Solonggon ES	La Libertad	La Libertad
120336	Talostos ES	La Libertaad	La Libertad
129338	Arebasore ES	Mabinay	MabinayII
120340	Baliw Elementary School	Mabinay	Mabinay II
120342	Barang-barang PS	Mabinay	MabinayII
120344	Basakan ES	Mabinay	Mabinay I
120346	Binantangan ES	Mabinay	Mabinay I
120353	Cantombol ES	Mabinay	Mabinay II
120363	Lapong ES	Mabinay	Mabinay I
120375	Samac ES	Mabinay	Mabinay I
120385	Candabong ES	Manjuyod	Manjuyod



Republic of the Philippines  
Department of Education  
Negros Island Region

## SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

120388	Kayotesan ES	Manjuyod	Manjuyod
120390	Libjo ES	Manjuyod	Manjuyod
120391	Locay ES	Manjuyod	Manjuyod
120392	Sotero A. Singco MES (Maaslum ES)	Manjuyod	Manjuyod
120395	Manjuyod CES	Manjuyod	Manjuyod
120399	Sagrada ES	Manjuyod	Manjuyod
120400	Salvacion ES	Manjuyod	Manjuyod
120431	Jose R. Remollo ES (Cambaloctot ES)	San Jose	San Jose
120434	Pedro A. Remoto ES	San Jose	San Jose
120526	Ambrosio M. Ramirez ES	Santa Catalina	Santa Catalina South
120529	Marcelino E. Elligan-Banlas ES	Santa Catalina	Santa Catalina South
120447	Lindy Pajunar MES (Bondo ES)	Siaton	Siaton East
120451	Lamberto L. Macias (Cambonbon ES)	Siaton	Siaton West
120459	Felipe Tayko MCES	Siaton	Siaton East
120463	Luan-Luan ES	Siaton	Siaton East
120489	La Libertad Ong Calderon MES (Ajong ES)	Sibulan	Sibulan
120491	Magsaysay MES	Sibulan	Sibulan
120494	Maslog ES	Sibulan	Sibulan
120496	Sibulan Central ES	Sibulan	Sibulan
120497	Tubigon ES	Sibulan	Sibulan
120581	Dalaupon ES	Tayasan	Tayasan
120585	Lag-it ES	Tayasa	Tayasan
120591	Matuog ES	Tayasan	Tayasan
120610	Bongbong ES	Valencia (Luzurriaga)	Valencia
120621	Pulangbato ES	Valencia (Luzurriaga)	Valencia
120622	Sagbang ES	Valencia (Luzurriaga)	Valencia
120644	Basak ES	Zamboanguita	Zamboanguita
120646	Gregorio Elmaga MES (Nasig-id ES)	Zamboanguita	Zamboanguita
120647	Kaladias ES	Zamboanguita	Zamboanguita
120650	Maluay ES	Zamboanguita	Zamboanguita

Prepared by:

**PHILIP C. TUBOG**  
Division Engr III

Approved by:

**SALUSTIANO T. JIMENEZ, CESO VI**  
Schools Division Superintendent  
OIC- Asst. Regional Director