

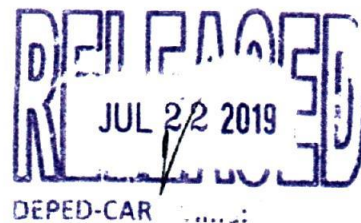
Baguio



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 Assistant Secretary for Legal Affairs*  
*Sites Titling Office*



**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS

**ATTENTION:** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** *[Signature]*  
**ATTY. ALBERTO T. ESCOBARTE, CESO III**  
Director IV  
Officer-in-Charge, Office of the Assistant Secretary  
Legal Affairs

**SUBJECT :** Reiteration of Memorandum dated April 4, 2016 on the Submission of Copies of Ownership Documents of Public Elementary and Secondary School Sites

**DATE :** June 17, 2019

The Department of Education through the Sites Titling Office (STO) continues to update its database on the document of ownership of public school sites nationwide. A Memorandum dated April 4, 2016 was previously issued for the submission of copies of ownership documents of public school sites.

In relation thereto, this is to reiterate the directive in the above-mentioned Memorandum for Schools Division Offices (SDOs) that have not submitted ownership documents of public school sites within its area of jurisdiction to submit certified true copies of documents of ownership such as the following:

1. Deeds of Donation/Sale/Usufruct/Exchange
2. Original/Transfer Certificate of Title
3. Tax Declaration
4. Presidential Proclamation
5. Special Patent
6. Approved Survey/Subdivision Plan
7. Forest Land Use Agreement (FLAg)
8. Special Land Use Permit (SLUP)

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)

FOR YOUR INFORMATION & APPROPRIATE ACTION

*[Signature]*  
**FEDERICO P. MARTIN, Ed.D, CESO VI**  
Schools Division Superintendent

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet

**Endorsement**  
**12 July 2019**

To: **Schools Division Superintendents**  
**All Divisions**

For information and guidance.

*[Signature]*  
**MAY B. ECLAR, Ph.D., CESO V**  
Regional Director

*[Signature]*

Moreover, it is hereby requested that submission of the aforementioned documents must be in scanned copies to be saved in the Universal Serial Bus (USB). The purpose of which is to directly hyperlink the said scanned ownership documents to the STO database.

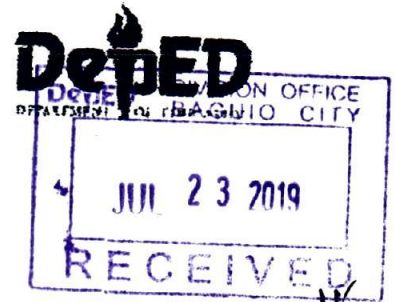
The Office of the Regional Director is hereby directed, most definitely, to exert utmost effort to complete the 100% submission on or before July 30, 2019. Any further delay or non-compliance is hard to explain.

For clarifications, please contact Sites Titling Office, 3<sup>rd</sup> Floor, Mabini Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City, at telephone number: (02) 637-3743 or email address: [sto@deped.gov.ph](mailto:sto@deped.gov.ph)

For your information and compliance.



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DepEd Complex, Meralco Avenue, Pasig City, Philippines



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

The submissions of these documents are vital in the initial stage of the digitization project considering that the ownership titles of public schools under the custody of SFO are merely photocopies and mostly unclear and difficult to be read. **Please submit clear, legible certified true copies.**

The submission of the certified true copies of the aforementioned documents shall be on or before 29 April 2016.

For clarifications, please contact Ms. Sorayda M. Rangiris of Sites Tiling Office at the following telephone numbers: (02) 637-8491 and 637-3743 or at email address: [ayda.rangiris@deped.gov.ph](mailto:ayda.rangiris@deped.gov.ph)

For your guidance and compliance.