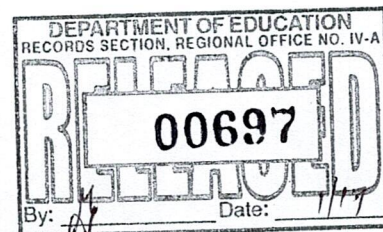




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



13 January 2023

Regional Memorandum

No.15 s.2023

**VALIDATION OF SCHOOL SITES FOR SURVEY AND
TITLING IN FY 2023 AND MONITORING OF SURVEY AND
TITLING OF SCHOOL SITES IN FY 2019-2021**

To **Schools Division Superintendent**

1. The Legal and Legislative Affairs of the Central Office issued Memorandum dated January 11, 2023, directing the conduct of validation for survey and titling of school sites for FY 2023 and monitoring of the survey and titling of school sites in FY 2019-2021 for SDOs downloaded with funds for survey and titling.
2. This activity aims to ensure that only SDOs with school sites that will qualify for survey and titling shall be downloaded with funds in FY 2023, taking into consideration those request for survey and titling that were not accommodated in previous fiscal years.
3. In the Memorandum, the SDOs are directed to identify untitled school sites within their respective jurisdiction that will qualify for survey and titling and to start consolidating the the following requirements of untitled school sites in preparation for its survey and titling:
 - Copy of the notarized Deed of Donation
 - Original copy of owner's duplicate of OCT/TCT, if donated property is a titled property;
 - Copy of Approved Survey Plan
 - Certified true copy of Tax Declaration
 - Certificate of no tax delinquency
 - Transfer tax
 - BIR clearance
 - DAR clearance (if agricultural land/camotal land)
4. In view thereof, all Attorneys and School Sites focal persons from the different Schools Division Offices are hereby required to attend the consolidation and validation which will be held on **January 24, 2023**, at Bulawagan ng Karangalan, DepEd Region IV-A, Gate 2 Karangalan Village, Cainta, Rizal at 8:00 AM onwards.
5. The participants are requested to:




Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



1. Identify the schools which are ready for survey and titling;
2. Prepare the documentary requirements of each school, chronologically arranged and duly covered with an indorsement letter from the Schools Division Superintendent; and
3. Prepare a list of the qualified schools to be appended in the consolidated request.

All submissions are presumed to have been reviewed and re-evaluated by the Legal Unit of each SDO. Hence, all Attorney IIIs and Legal Coordinators are requested to review submissions to determine if these documents are faithful compliance to the requirements for survey and titling.

6. The travel expenses and related expenses of the participants relative to the conduct of this activity shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.
7. For compliance and information of all.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 