



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

Office of the Regional Director

19 February 2025

**Regional Memorandum**  
No. 124 s. 2025

**SUBMISSION OF UPDATED SCHOOL SITE DATA FOR THE  
CONSOLIDATION OF A MASTERLIST OF ALL  
GOVERNMENT LANDS PURSUANT TO  
ADMINISTRATIVE ORDER  
NO. 21, S. 2024**

To: **Schools Division Superintendents**

1. This has reference to the Memorandum No. OULLA-2025-283 dated February 12, 2025, from Atty. Filemon Ray L. Javier, Undersecretary for Legal and Legislative Affairs, and Atty. Christian E. Rivero, Director IV, Supervising Director, Sites Titling Office, Office of the Undersecretary for Legal and Legislative Affairs, DepEd Central Office, which was received by this Office on February 14, 2025.
2. The above-mentioned Memorandum is in compliance with the Administrative Order No. 21 entitled "Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Masterlist of All Government Lands" mandating all national government agencies and instrumentalities the submission of a complete inventory of all their lands or inventories in their possession.
3. In connection therewith, all Schools Division Offices are directed to update the existing database to include the information requested by the Department of Environment and Natural Resources-Land Management Bureau (DENR-LMB) in their letter dated 27 December 2024.
4. The requested information are as follows:
  - a) Lot Information – Specify the number assigned to the particular property for identification purposes. The lot number can be found in Titles, Proclamations, and Transfer Documents;
  - b) Instrument of transfer – Identify the legal document, used to transfer the property, if any, such as but not limited to Deed of Sale and Donation;



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Certificate No. PHP QMS  
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- c) Title Number – Specify the title number and the registered owner as indicated in the title Original Certificate of Title/Transfer Certificate of Title (OCT/TCT), along with the date of issuance, if applicable;
  - d) Proclamation Number – State the Proclamation No./Executive Order No., if any, that covers the property, including the purpose for which it was reserved.
5. The requested data must be submitted on or before February 28, 2025 through this link: <https://tinyurl.com/447f7rcy>
  6. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director *AW*