

Legal-RM-2025-777

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

October 15, 2025

Regional Memorandum
No. 777 s. 2025

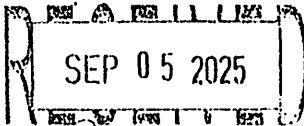
**IMPLEMENTING GUIDELINES ON THE UTILIZATION OF FUNDS
FOR SURVEY, TITLING OF SCHOOL SITES, AND
REGISTRATION OF SPECIAL PATENTS**

To **All Schools Division Superintendents**

1. Attached is the Memorandum OULLA-2025-1844 dated September 5, 2025 titled "Implementing Guidelines on the Utilization of Funds for Survey, Titling of School Sites, and Registration of Special Patents."
2. For widest dissemination and strict compliance.

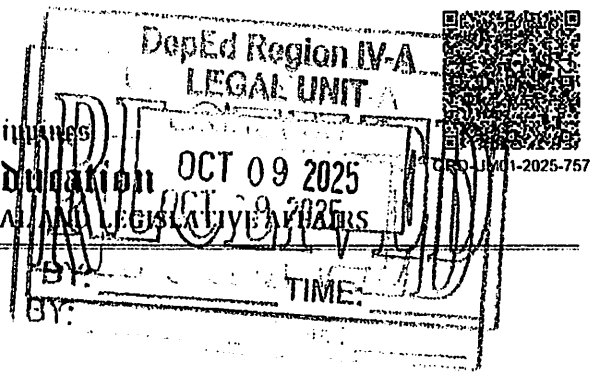

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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From: STO

Republic of the Philippines
Department of Education



MEMORANDUM

OULLA-2025-1844

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary for Legal and Legislative Affairs

SUBJECT : **IMPLEMENTING GUIDELINES ON THE UTILIZATION OF FUNDS FOR SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS**

DATE : SEP 05 2025

The Sites and Titling Office of the Department of Education (DepEd) shall download funds to Schools Division Offices (SDO) for the purposes of (a) surveying and titling of untitled public school sites; and (b) transfer of titles acquired through donation, property exchange, or sale, in the name of DepEd. These funds are requested by DepEd SDOs pursuant to *Memorandum No. OULLA-2025-203* dated 5 February 2025 titled, *Submission of Request for Funds for Survey, Titling of School Sites, and Registration of Special Patents transmitted to Registry of Deeds for Fiscal Year 2025*.

I. RATIONALE

Basic education plays a vital role in nation-building. Thus, it is the policy of the State to provide Filipino learners with a safe and conducive learning environment. As provided under the 1987 Philippine Constitution, the State shall protect and promote the right of all citizens to quality education at all levels and take appropriate steps to make education accessible to all. Consistent with this mandate, DepEd is mandated not only to provide access to quality education to school children, but also to provide them with a nurturing and enabling learning environment.

However, the delivery of education in several public elementary and secondary schools is often disrupted by property disputes involving school sites. It is, therefore, both critical and necessary for DepEd to secure absolute ownership of its school sites, free from any clouds or adverse claims, to effectively address this concern.

The following funds will be utilized to secure school site ownership:

- **Sixty-Nine Million Eight Hundred and Eighty-Six Thousand Pesos (PhP 69,886,000.00) from the Maintenance and Other Operating Expenses (MOOE) under the General Appropriations Act (GAA);**
- **Seven Million Four Hundred Sixty Thousand Pesos (PhP7,460,000.00) from FY 2025 current allocation;**



- Eleven Million Six Hundred Seventy-Nine Eight Hundred Nineteen and Thirty-Two/Hundredths Pesos (PhP11,679,819.32) from the Improvement and Acquisition of School Sites (IASS) Program continuing funds;
- Thirty-Eight Million Pesos (PhP38,000,000.00) under FISARO, and
- Twenty-One Million Seven Hundred Ninety-Four Thousand Eight Hundred Three and Ten/Hundredths (PhP21,794,803.10) from the General Management and Supervision (GMS) funds.

For purposes of these *Implementing Guidelines*, emphasis is placed on the proper utilization of the **MOOE under the GAA**. Separate guidelines will be issued for the utilization of the Capital Outlay budget allocation.

II. SCOPE

These *Implementing Guidelines* shall cover all actions of DepEd field offices in the utilization of both the FY 2025 (Republic Act (RA) No. 12116) current funds and the FY 2024 (RA No. 11975) continuing funds allocated under the IASS Program pertaining to registration, transfer of title, surveying, and titling of school sites.

Please see **Annexes A and B** for the respective allotments from the current and continuing funds based on the submitted requests to the Central Office.

III. STANDARDS AND PROCEDURES

A. MOOE Allocation

In the utilization of the funds under the MOOE of the IASS Program, DepEd, through the Sites Titling Office (STO), shall expend the same for **survey, titling of school sites, and registration of Special Patents** in the Register of Deeds (RoD).

For the utilization of said funds, the Department shall give priority to (1) school sites covered by Presidential Proclamations; (2) tax declarations under the name of the Department Education-School concerned; (3) those that have been donated to and acquired by DepEd through purchase and exchange but not yet transferred in the name of DepEd; and (4) for the registration of Special Patents transmitted to RoD.

B. Survey

Untitled school sites, including those that have been acquired through donation, sale, and exchange and those covered by Proclamations which are qualified for registration/titling but without approved survey plans, shall be given priority for surveying.

The Schools Division Office (SDO), through the division focal person on school sites, shall coordinate with the Department of Environment and Natural Resources (DENR) for the conduct of the survey. If DENR cannot conduct the survey, the SDO shall engage the services of a Geodetic Engineer (GE)/Surveying Firm (SF) through the appropriate mode of procurement as provided under RA No. 9184 and RA No. 12009.

The focal person on school sites shall prepare the requirements for the procurement of a GE/SF, with assistance from the Division Lawyer, who shall see to it that the documents are complete and compliant with RA No. 9184 and RA No. 12009 for submission to the Division Bids and Award Committee.

Furthermore, the focal person on school sites, in coordination with the Division Engineer and concerned School Head, shall also assist the GE/SF in the conduct of a land survey. Once the survey is completed, the original copy of the Approved Survey Plan by the DENR shall be submitted to the respective SDO Records Section for safekeeping. A "Certified True Copy" shall thereafter be appended to the request for application for the issuance of a Special Patent.

C. Transfer of Title

The transfer of title of school sites acquired by DepEd through Deeds of Donation/Exchange/Sale shall be initiated by the School Head, in coordination with the Division Lawyer and the focal person on school sites.

The Deed/s of Donation/Exchange/Sale and other documents required for the transfer of title shall be prepared by the School Head with the assistance of the division focal person. They shall cause the transfer of title or registration of donated/exchanged/purchased school site with the RoD where the site is situated.

The school site shall be registered in the name of the Republic of the Philippines-Department of Education, and the name of the school shall be indicated, e.g., "Republic of the Philippines-Department of Education-San Antonio Elementary School."

D. Registration of Special Patents

For approved Special Patents transmitted to the RoD for registration, the corresponding fees for the registration shall be paid by the SDO either through the division focal person or the School Head concerned, which will be charged against the downloaded funds. Once the Special Patents are registered and released by the RoD, the original copies shall be in the custody of the SDO-Records Section, while "Certified True Copies" of the same shall be given to the Division Legal Unit and school concerned.

E. Release and Utilization

The funds shall be downloaded directly to the respective SDOs and shall be used exclusively for the payment of fees and other related costs for the survey, titling of school sites, and the registration of Special Patents transmitted to the RoD. The use of the funds herein shall be in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.

F. Management and Custody of School Sites Ownership Records

All original copies of the documents of ownership for public school sites shall be in the custody of the SDO, Records Section. Copies of school site ownership documents may be requested by the school concerned and the SDO Legal Unit, as necessary.

Once the certificate of title is released from the RoD, the focal person on school sites shall inform the SDS.

IV. REPORTING, MONITORING AND EVALUATION

Each SDO is accountable for the obligation, disbursement, and liquidation of funds based on the activities set forth in these *Implementing Guidelines*, subject to the existing accounting and auditing rules and regulations.

Upon completion of the survey and titling of school sites, and the registration of Special Patents with the RoD, the SDO shall submit to the Regional Office an accomplishment report (**Annex C: FY2025 Accomplishment on the Survey and Titling of School Sites, Registration and Special Patents**), together with the electronic copies of supporting documents for the completed transactions (e.g., TCT, land survey blueprint).

The Regional Office shall consolidate the accomplishment reports submitted by the SDOs using the format in **Annex D: FY2025 Regional Consolidated Accomplishment on the Survey and Titling of School Sites, Registration and Special Patents**. This shall be submitted to STO on or before end of the current month.

To ensure effective and judicious implementation of these *Implementing Guidelines*, the STO, in coordination with the Regional Offices, shall monitor the conduct of activities and utilization of the funds stated herein.

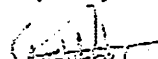
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FY 2025 IASS Fund for Survey, Titling of School Sites and Registration of Special Patents

Current Funds

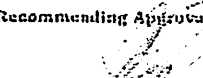
Regions	No.	Division	No. of Target School for Survey	Cost Estimate for Survey	No. of Target School for Transfer and Titling	Cost Estimate for Transfer and Titling	No. of Target School for Registration of Special Patents	Cost Estimate for Registration of Special Patents	Cost Estimate for Incidental and Travel Expenses	Total amount requested for survey and titling	Total Allocation for Downloading (733)
IVA	1	LA WIT KED	1	P19,100.00	1		0	0	0	P19,100.00	P19,100.00
	2	PASMAPIASAP	14	P1,500,000.00	14	P225,000.00	0	P0.00	P0.00	P1,725,000.00	P1,725,000.00
			15	P1,449,400.00	14	P225,000.00	0	P0.00	P0.00	P2,374,400.00	P235,108.31
VII	3	LAHARU	49	P735,000.00	49	P3,625,000.00	49	P3,600,000.00	0	P7,960,000.00	P4,335,523.57
			49	P735,000.00	49	P3,625,000.00	49	P3,600,000.00	P0.00	P7,960,000.00	P4,335,523.57
NCR	4	CALABARZAN CITY	16	P55,000.00	16	P2,750,000.00	0	P0.00	P0.00	P2,805,000.00	P2,805,000.00
	5	PASIGAYAN CITY	3	P0.00	3	P600,000.00	0	P0.00	P0.00	P600,000.00	P600,000.00
			19	P55,000.00	19	P2,804,366.12	0	P0.00	P0.00	P2,859,366.12	P2,859,366.12
TOTAL			93	P2,219,400.00	81	P7,454,366.12	43	3,600,000.00	P0.00	P13,323,766.12	P7,160,000.00

Prepared by:

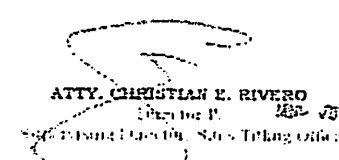

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