

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

20 February 2026

Regional Memorandum
No. 140 s. 2026

**SUBMISSION OF REQUESTS FOR FUND ALLOCATION FOR THE
CONDUCT OF SURVEY, TITLING OF SCHOOL SITES, AND
REGISTRATION OF SPECIAL PATENTS TRANSMITTED
TO REGISTRY OF DEEDS FOR FISCAL YEAR 2026**

To **Schools Division Superintendents
All Others Concerned**

1. Attached is the Memorandum **OULLA-2026-521** dated February 12, 2026 titled "Submission of Requests for Fund Allocation for the Conduct of Survey, Titling of School Sites, and Registration of Special Patents Transmitted to Registry of Deeds for Fiscal Year 2026"
2. Attention is invited to the directives of submission of accomplishment report on the utilization of the previously downloaded funds, indicating the number and list of schools surveyed, land title transferred in the name of DepEd, and Special Patents registered with the RoD. Requests submitted without the required accomplishment report will not be accommodated. Meanwhile, late submission of funding requests may be considered only subject to the availability of funds.
3. For widest dissemination and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

CRICKS/RY



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FEB 11 2026
By: PT Date: 2/3/26
Doc. #: _____
From: PT

Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-[2]

TO : ALL REGIONAL DIRECTORS
ATTENTION : ALL SCHOOLS DIVISION SUPERINTENDENTS

DEPARTMENT OF EDUCATION
LEGAL AND LEGISLATIVE AFFAIRS
SITES TITLING OFFICE
RECEIVED
FEB 12 2026
By: _____
Doc. No: _____
From: OULLA 2026

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

ATTY. CHRISTIAN E. RIVERO
Director IV
Supervising Director, Sites Titling Office
Office of the Undersecretary for Legal and Legislative Affairs

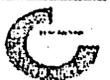
SUBJECT : **SUBMISSION OF REQUESTS FOR FUND ALLOCATION FOR THE CONDUCT OF SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTRY OF DEEDS FOR FISCAL YEAR 2026**

DATE : FEB 12 2026

To ensure the continuous implementation of the Department of Education (DepEd) initiative and to sustain the validation and secure ownership of public school sites, the Sites Titling Office (STO) under the Legal and Legislative Affairs will be downloading funds to support the Schools Division Offices (SDOs) in Surveying, Titling of School Sites, and Registration of Special Patents transmitted to the Registries of Deeds ("RoDs") for Fiscal Year 2026. In connection with this, all SDOs must submit their requests for funds through their respective Regional Offices (ROs) on or before **20 February 2026**. Afterwards, the ROs shall submit to the STO the consolidated request, within a reasonable period after receipt of the requests.

All SDOs must ensure that their requests are **prepared and ready for implementation** within fiscal year 2026, given the validity period of the funds to be allocated. To facilitate this, SDOs, with the help of school heads and Technical Assistants deployed in the Province Divisions, are instructed to conduct a thorough inventory of public elementary and secondary school sites that require surveying and are ready for titling, including those with approved Special Patents pending registration with the RoD. This includes school sites previously donated to DepEd but not yet transferred under the name of DepEd. In this regard, prior to submitting the request, the following actions should be undertaken by the Schools Division Offices:

1. Identify school sites that need **segregation or subdivision surveys and titling**, ensuring that **all required documents are complete**;



2. Consult with the RoD to determine the necessary requirements and **estimated costs for transferring titles**, which will form the basis of the funding allocation and request;
3. Collaborate with the Department of Environment and Natural Resources–Community Environment and Natural Resources Office (DENR-CENRO) to confirm the requirements and costs for conducting surveys of school sites. If DENR-CENRO cannot perform the surveys, SDOs should obtain cost estimates from local survey providers; and
4. Coordinate with the DENR–Provincial Environment and Natural Resources Office (PENRO) to secure a list of approved Special Patents already transmitted to RoD for registration. Additionally, confirm with DENR-PENRO the corresponding fees required for the registration process.

It is crucial that the funds be used solely for the intended purpose and that they are effectively and efficiently utilized within the designated funding period subject to the existing accounting and auditing rules and regulations. The funding requests should include estimates for all costs related to titling, surveying, registration, and incidental expenses such as transportation and other allowable expenses. Submissions must be accompanied by a Complete Staff Work Report (CSWR), detailing the basis for the requested amount.

In addition to the submission of the request for funding, those SDOs that have been previously downloaded with funds for survey and titling activities charged against FY 2024 and FY 2025 are required to submit their **accomplishment report** on the utilization of the previously downloaded funds, indicating the number and list of schools surveyed, land title transferred in the name of DepEd, and Special Patents registered with the RoD. Requests submitted **without the required accomplishment report will not be accommodated**. Meanwhile, **late submission** of funding requests **may be considered only subject to the availability of funds**.

Attached hereto are the templates to be used: Annex 1 for ROs to consolidate the submission from their covered SDOs; and Annex 2 for SDOs to input their requests for funds intended for survey and titling of school sites, and registration of approved Special Patents transmitted to RoD.

For questions and/or clarifications, please contact Ms. Nasheba Naga of the Sites Titling Office (STO) via phone at 09267-791-4230 or email at sto.fieldoffices@deped.gov.ph.

For guidance and strict compliance.

Doc No. 110573
STOR



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-521

TO : ALL REGIONAL DIRECTORS

ATTENTION : ALL SCHOOLS DIVISION SUPERINTENDENTS

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Undersecretary for Legal and Legislative Affairs

ATTY. CHRISTIAN E. RIVERO
Director IV
Supervising Director, Sites Titling Office
Office of the Undersecretary for Legal and Legislative Affairs

SUBJECT : **SUBMISSION OF REQUESTS FOR FUND ALLOCATION FOR THE CONDUCT OF SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTRY OF DEEDS FOR FISCAL YEAR 2026**

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