



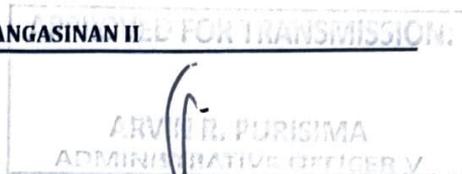
Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 102, Series 2025



To: **PUBLIC SCHOOLS DISTRICT SUPERVISOR
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
OTHERS CONCERNED**

Date: **February 10, 2025**

Subject: **SUBMISSION OF REQUEST FOR FUNDS FOR SURVEY, TITLING
OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS
FOR FISCAL YEAR 2025**

PARTICULARS

The Department of Education, through the Office of the Undersecretary for Legal and Legislative Affairs, issued **Memorandum OULLA-2025-203** with subject **“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”** dated 05 February 2025, which requires Division Offices to submit their funding requests for school site survey, titling and registration to the DepEd School Titling Office on or before 28 February 2025.

In compliance with the said Memorandum, all concerned are hereby required to submit their respective request, giving priority to the following:

1. School Sites donated to DepEd/School;
2. School Sites with Tax Declaration in the name of DepEd/School;
3. School Sites for Registration of Approved Special Patents;
4. School Sites with Special Patents for Release before the Registry of Deeds
5. No ownership documents.

Kindly submit the following documents to the Division Legal Unit on or before 17 February 2025.

1. Letter-Request for Funds;
2. School Site documents
3. Quotation/Cost Estimates for Survey from Geodetic Engineer
4. Assessment Form of School Sites with Special Patents for Release before the Registry of Deeds

For your guidance and strict compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Schools Division Superintendent