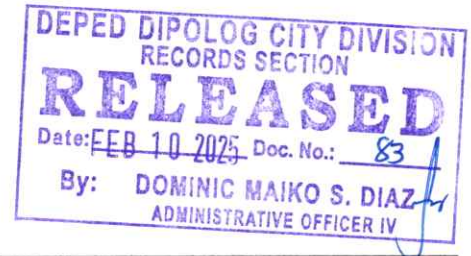




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



February 10, 2025

DIVISION MEMORANDUM

No. 83 s. 2025

**SUBMISSION OF REQUEST FOR FUNDS AND SURVEY, TITLING
OF SCHOOL SITES AND REGISTRATION OF SPECIAL PATENTS**

**To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned**

1. The Department of Education, through the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) and the Sites Titling Office (STO), will allocate funding to support Schools Division Offices (SDOs) in securing absolute ownership of public-school sites.
2. In preparation for the release of funds for survey and titling of school sites, as well as registering Special Patents with the Registry of Deeds (ROD), schools must submit their funding requests to the Office of the Legal Officer- SDO Dipolog **on or before February 21, 2025**.
3. The funding requests should include estimates for all costs related to titling, survey, registration and incidental expenses such as transportation, and should be accompanied by a Complete Staff Work Report (CSWR), detailing the basis for the requested amount. You may coordinate with the DENR to confirm the corresponding requirements and costs for survey and registration process.
4. For any clarification, you may contact Atty. Ma. Cecille S. Bastasa-Tanaga via email address: macecille.bastasa@deped.gov.ph.
5. For information and strict compliance.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



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