



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
CITY OF TAYABAS



MEMORANDUM

TO: **OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC AND PRIVATE ELEMENTARY AND
SECONDARY SCHOOLS
ALL TEACHING PERSONNEL
ALL OTHERS CONCERNED

From : 
CATHERINE P. TALAVERA, Ph.D.
OIC-Schools Division Superintendent

SUBJECT: **DESIGNATED FOCAL PERSON FOR SCHOOL SITES TITLING**

DATE: January 19, 2017

This is to inform the field that as per *DepEd Memo NO. 019 s. 2017*, **MR. CONRADO C. GABARDA, Administrative Officer V**, is the designated Focal Person for Special Patents for School Sites effective immediately.

He is expected to perform the following, to wit;

1. Identify the existing school sites donated to DepEd but not yet transferred in the name of the Department of Education.
2. After you have identified the names of the schools, consolidate the following documents for each site:
 - a. Copy of the Deed of Donation;
 - b. Original copy of owners duplicate of TCT/OCT;
 - c. Copy of approved survey plan;
 - d. Certified true copy of Tax Declaration;
 - e. Certificate of No Tax Delinquency;
 - f. Transfer Tax;
 - g. BIR Clearance;
 - h. DAR Clearance (if agricultural/camotal land)
3. Prepare a summary of all the documents on record for identification and validation of donated schools that will qualify for titling.

4. Once existing school sites are identified and validated, request for funds for the titling of identified sites together with supporting documents shall be submitted to Sites Titling Office coursed through this Office.
5. Submit to this Office (Attention: Legal Unit) monthly consolidated report of special Patents registered and issued by your respective Local Registry of Deeds every last Monday of the month starting January, 2017.

Widest dissemination of this memorandum is highly desired.

AS-AO/DESIGNATED FOCAL PERSON FOR SCHOOL SITES TITLING
UM-023/01-19-17

pm

011617 1

Comrad

Give me updates



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

No. 019 s. 2017

TO : **SCHOOLS DIVISION OFFICES**

FROM : **DIOSDADO M. SAN ANTONIO**
Director IV

7943
1-12-17 step

SUBJECT : **FOCAL PERSONS FOR SCHOOL SITES TITLING**

DATE : **JAN 12 2017**

Pursuant to Unnumbered Memorandum dated December 16, 2016 from Atty. Alberto T. Muyot, Undersecretary for Legal and pursuant to Memorandum DM-LA/STO-2016 No. 14267 from Atty. Alberto T. Muyot dated December 12, 2016, the following are designated as focal persons for Special Patents for School Sites:

JOHN ALBERT I. TIQUIS
Engineer III
Schools Division Office of Batangas

REY M. GUANSING
Public Schools District Supervisor
Schools Division Office of Cavite Province

RONALDO A. REODICA
Engineer III
Schools Division Office of Laguna Province

FERNANDO T. SEÑO
Education Program Supervisor II
Schools Division Office of Quezon Province

RITCHIE A. LAGUNDA
Engineer III
Schools Division Office of Rizal Province

FREDERICK B. VALLINAS
Administrative Officer V
Schools Division Office of Antipolo City

RECEIVED
JAN 12 2017

BY: *f. cabuga*

CESAR M. MOJICA

Education Program Supervisor II
Schools Division Office of Bacoor City

MIKKO PAOLO A. PEREZ

Attorney III
Schools Division Office of Batangas City

ALLAN JADE V. REYES

Engineer III
Schools Division Office of Calamba City

EDNEL A. ALMORADIE

Education Program Supervisor II
Schools Division Office of Cavite City

RHINA MAY SAYAROT-ELICANO

Attorney III
Schools Division Office of Dasmariñas City

RONNIE B. YOHAN

Education Program Specialist II
Schools Division Office of Imus City

SHEYNA MARIE M. EXTRA

Attorney III
Schools Division Office of Lipa City

ROLAN B. ALDOVINO

Planning Officer III
Schools Division Office of Lucena City

ALFE Y. JACOB

Engineer III
Schools Division Office of San Pablo City

JOYCE ANN O. CAGAMPAN

Attorney III
Schools Division Office of Sta. Rosa City

JOHN REY D. GARCIA

Engineer III
Schools Division Office of Tanauan City

CONRADO C. GABARDA

Administrative Officer V
Schools Division Office of Tayabas City

PRECIOUS JOY A. CORONADO

Engineer III
Schools Division Office of Binan City

DR. JONATHAN F. BERNABE
Head Teacher I
Schools Division Office of Cabuyao City

In view thereof, you are hereby required to:

1. Identify the existing school sites donated to DepEd but not yet transferred in the name of the Department of Education.
2. After you have identified the names of the schools, consolidate the following documents for each site:
 - a. Copy of the Deed of Donation;
 - b. Original copy of owner's duplicate of TCT/OCT;
 - c. Copy of approved survey plan;
 - d. Certified true copy of Tax Declaration;
 - e. Certificate of No Tax Delinquency;
 - f. Transfer Tax;
 - g. BIR clearance
 - h. DAR clearance (if agricultural/camotal land)
3. Prepare a summary of all the documents on record for identification and validation of donated schools that will qualify for titling.
4. Once existing school sites are identified and validated, request for funds for the titling of identified sites together with supporting documents shall be submitted to Sites Titling Office coursed through this Office.
5. Submit to this Office (Attention: Legal Unit) monthly consolidated report of Special Patents registered and issued by your respective Local Registry of Deeds every last Monday of the month starting January 2017;
6. The Legal Unit shall monitor your compliance.

Strict compliance is hereby enjoined.

