

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



MAR 17 2014

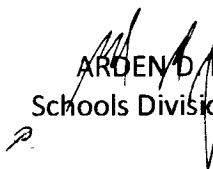
Division Memorandum:

No. 13, s. 2014

**ADMINISTRATIVE ISSUANCES OF LANDTITLES
THROUGH SPECIAL PATENTS**

To: OIC, Assistant Superintendents
Education Supervisors/ Coordinators
District Supervisors / OICs
Elementary & Secondary School Heads

1. Attached is Regional Memorandum No. 130, S.2014 entitled "Administrative Issuances of Land Titles Through Special Patents".
2. Immediate and widest dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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MAR 03 2014

REGIONAL MEMORANDUM
NO. 130, s. 2014

ADMINISTRATIVE ISSUANCES OF LAND TITLES THROUGH SPECIAL PATENTS

TO : Schools Division/City Superintendents
Officers-in-Charge of Regular/City Divisions

Pursuant to Section 4 of Republic Act No. 10023, otherwise known as the "Free Patent Act", quoted as follows :



"Section 4. Special Patents. – Notwithstanding any provision of law to the contrary and subject to private rights, if any, public land actually occupied and used for public schools, municipal halls, public plazas or parks and other government institutions for public use or purpose may be issued special patents under the name of the national agency or LGU concerned : Provided, That all lands titled under this section shall not be disposed of unless sanctioned by Congress if owned by the national agency or sanctioned by the sanggunian concerned through an approved ordinance if owned by the LGU."
(emphasis supplied)

The Department of Environment and Natural Resources (DENR) Region VII will facilitate the issuance of legal rights through special patents for untitled government lands, designated as school sites situated within Region VII provided all the necessary requirements are complied with. Attached is the checklist of requirements for the issuance of special patent.

For monitoring, the Schools Division Superintendents are requested to submit to this Office the list of schools that will apply for special patents.

For queries and clarifications, you may contact the Land Management Services-DENR VII at (032) 344-7709.

Immediate and wide dissemination of this Memorandum is desired.


CARMELITA T. DULANGON
Director III
 Officer-in-Charge

Dir.CTD/ifc
Page1-school site issues

"Educating for a Strong Republic"



February 19, 2014

DIR. CARMELITA T. DULANGON
Director III (OIC)
Department of Education-Region VII
Sudlon, Lahug, Cebu City

Feb 21 2014

SUBJECT: ADMINISTRATIVE ISSUANCE OF LAND TITLES THROUGH SPECIAL PATENTS

Dear **Dir. Dulangon**:

This pertains to the administrative issuance of land titles through Special Patents over untitled public lands designated as school sites in favor of the Department of Education, pursuant to Sec. 4 of Republic Act 10023, quoted as follows:

"Section 4. Special Patents. - Notwithstanding any provision of law to the contrary and subject to private rights, if any, public land actually occupied and used for public schools, municipal halls, public plazas or parks and other government institutions for public use or purpose may be issued special patents under the name of the national agency or LGU concerned: Provided, That all lands titled under this section shall not be disposed of unless sanctioned by Congress if owned by the national agency or sanctioned by the sanggunian concerned through an approved ordinance if owned by the LGU." (emphasis supplied)

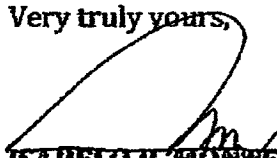
In accordance with the above-cited provision, we would like to inform you of our desire to facilitate the issuance of legal titles thru Special Patents for untitled government lands, designated as school sites, situated within Region VII provided all the necessary requirements are complied with. Please find herewith for your immediate guidance copy of the Checklist of Requirements.

For queries, you may contact the Land Management Services-DENR VII at (032) 344-7709.

For your information and appropriate action.

Thank you for your usual support and cooperation.

Very truly yours,


ISABELO R. MONVEJO, D.M., CESO IV
Regional Executive Director
DENR-Region VII

Encls: - as stated

PROPRONENT: _____
LOT DESCRIPTION: _____
LOCATION: _____
AREA (SQ. M.) _____

CHECKLIST OF REQUIREMENTS FOR SPECIAL PATENT APPLICATION-original/certified copy- (Pursuant to the provisions of Chapter X, XI, & XII of CA 141, as amended and other related special laws, and DENR M.C. No. 97-02, series of 1997)

____ 1. Formal letter request of the concerned agency/proponent addressed to CENRO concerned/ Brgy./Municipality/City Resolution requesting for the Special Patent;

____ 2. Investigation Report indicating the following:
____ a.) Whether the land is free from claims and conflicts or occupied and /or claimed by certain person/s;
____ b.) Whether the land is alienable and disposable land.

____ 3. Written comment/recommendation of the following agencies concerned regarding the suitability of the area for the purpose/s it is intended to be reserved:

____ (a.) Provincial Health Officer with the proper endorsement by the Regional Director to the DOH Secretary for concurrence;

____ (b.) District Engineer, with the proper endorsement by the Regional Director to the DPWH Secretary for concurrence;

____ (c.) District/City Superintendent of Schools, with the proper endorsement by Division Superintendent of Schools to the DepEd Secretary for concurrence;

____ d.) Provincial Commander of the AFP, with the proper endorsement by the Chief of Staff to the Secretary of the DND for concurrence;

____ e.) Philippine Ports Authority, with the proper endorsement by the DOTC Secretary for concurrence;

____ f.) Department of Tourism
-Regional Director
-Secretary, DOT

____ 4. Duly approved survey plan/certified copy of cadastral map and certified narrative technical description of the subject land;

____ 5. Clear copy of Lot Data Computation of the subject land;

____ 6. Certified photographs showing the panoramic view of the area proposed to be proclaimed/ reserved;

____ 7. Land Classification or Municipal Index Map projecting the area proposed to be proclaimed and land uses of the area and its vicinity within two-kilometer radius;

____ 8. Narrative Report of Investigations with recommendation under the tenets of CSW by the CENRO concerned;

____ 9. Report pursuant to M.C. No. 68 dated September 17, 2004 (Completed Staff Work), their comments and potential problem if any; **(TO BE COMPLIED BY LMS-DENR-7)**

____ 10. Others (please Specify).

- Tax Declaration and Assessor's Certificate
- Lot Status
- Proof of Ownership (Direct of Descendants, Direct of Title etc.)

REMARKS: _____