



Republic of the Philippines
Department of Education
Region VII, Central Visayas



DIVISION OF CEBU PROVINCE

IPHO Bldg., Sudlon, Lahug, Cebu City

November 15, 2017

Division Memorandum

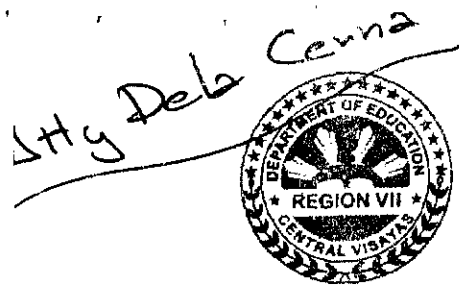
No. 776 s. 2017

GUIDELINES ON THE UTILIZATION OF THE 2017 AND 2016 CONTINUING FUNDS FOR THE SURVEY AND TITLING OF SCHOOL SITES, AND REGISTRATION OF ISSUED SPECIAL PATENTS TRANSMITTED TO REGISTER OF DEEDS

To : Assistant Schools Division Superintendent
Education Supervisors / Coordinators
District Supervisors / OICs
Private/ Public Schools
Elementary and Secondary School Heads

1. For the information and guidance to all concerned, attached is Regional Memorandum No. 0876, s. 2017, entitled, "Guidelines on the Utilization of the 2017 and 2016 Continuing Funds for the Survey and Titling of School Sites, and Registration of Issued Special Patents Transmitted to Register of Deeds".
2. Public Schools District Supervisor is hereby enjoined to consolidate accomplishment of schools in their district using the attached format provided in Annex D, and the electronic copies of the documents of completed transactions (e.g. TCT, land survey blueprint). For details, refer to the attached communication.
3. Immediate dissemination and strict compliance of this memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent



11/1/2017

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City




REGIONAL MEMORANDUM
NO. 0876 s, 2017

NOV 1 4 2017

To : Schools Division Superintendents
All Division Lawyers
All Others Concerned

GUIDELINES ON THE UTILIZATION OF THE 2017 AND 2016 CONTINUING FUNDS FOR THE SURVEY AND TITLING OF SCHOOL SITES, AND REGISTRATION OF ISSUED SPECIAL PATENTS TRANSMITTED TO REGISTER OF DEEDS

1. For the information and guidance of all concerned, attached is the Guidelines on the Utilization of the 2017 and 2016 Continuing Funds for the Survey and Titling of School Sites, and Registration of Issued Special Patents Transmitted to Register of Deeds, which is self-explanatory.
2. In view hereof, all Schools Division Superintendents shall submit to the Regional Office an accomplishment report using the attached format provided in Annex D, and the electronic copies of the documents of completed transactions (e.g. TCT, land survey blueprint). For details, refer to the attached communication.
3. Immediate dissemination of and compliance with this Memorandum is desired.


JULIET A. JERUTA
Director III
Officer-in-Charge
De for

JAJ/LJEB/jbm

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7525; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061. 414-7321

"E3U 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

Atty Deb Cerna



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REGIONAL MEMORANDUM
NO. 0876 s, 2017

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Juliet A. Jeruta
JULIET A. JERUTA
Director III
Officer-in-Charge

JAJ

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" ESD 2015: Karapatan ng Lahat, Pananagutan ng Lahat "



Department of Education
Region VII, Central Visayas

DepEd Region VII Central Visayas <region7@deped.gov.ph>

RD2017-3403

27-Oct-17

Fwd: Guidelines on Fund utilization 2017 and continuing 2016

school titling <schooltitling@gmail.com>

Thu, Oct 26, 2017 at 9:32 AM

To: depedro2 Rd <depedro2rd@gmail.com>, Department of Education Regional Office III <region3@deped.gov.ph>, Mimaropa Deped <depedmimaropa@yahoo.com>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, depedregion5@yahoo.com, depedregion6@yahoo.com, DepEd Region VII Central Visayas <region7@deped.gov.ph>, region8@deped.gov.ph, DepEdIX ZamPen <region9@deped.gov.ph>, DepEd X Northern Mindanao <region10@deped.gov.ph>, region11@deped.gov.ph, region12@deped.gov.ph, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, DepEd Legal CARAGA <depedlegal13@gmail.com>, Deped Cordillera Administrative Region <car@deped.gov.ph>

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Dear Ma'am/Sir:

Attached is the Guidelines on the Utilization of the 2017 and 2016 continuing funds for the survey and titling of school sites, and registration of issued special patents transmitted to register of deeds.

For any clarification, please contact Maam Ayds Rangiris at the number below.

Thank you.

SITES TITLING OFFICE

3rd Flr. Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City

T. (02) 637-3743 | TF (02) 631-8491

➔ Guidelines_Utilization of funds_2017_c2016.pdf
3173K

Enclosure 1

**GUIDELINES ON THE UTILIZATION OF THE 2017 AND 2016 CONTINUING FUNDS FOR THE
SURVEY AND TITLING OF SCHOOL SITES, AND REGISTRATION OF ISSUED SPECIAL PATENTS
TRANSMITTED TO REGISTER OF DEEDS**

Pursuant to the mandate of the Department of Education (DepEd) to provide a conducive learning environment for schoolchildren and in order to provide DepEd field officials and personnel with the guidelines on the utilization of the 2017 and 2016 Continuing Funds for the survey and titling of donated school sites and for the registration of issued special patents transmitted to Register of Deeds (RoD) for registration, the following procedures are hereby issued for the guidance and compliance of all concerned.

Legal Basis

Republic Act Nos. 10717 and 10924 or the Government Appropriations Acts (GAAs) of 2016 and 2017 have allocated P76,120,000.00 for 2016 and another P76,120,000.00 for 2017 with a total amount of P152,240,000.00 for the acquisition, survey and titling of school sites. The budget allocation for GAA 2016 consists of P65,000,000.00 for Capital Outlay (CO) and P11,120,000.00 for Maintenance and Other Operating Expenses (MOOE). For GAA 2017, the budget allocation also consists of P65,000,000.00 for CO and P11,120,000.00 for MOOE.

Manner of Prioritization

In the utilization of the fund under the Maintenance and Other Operating Expenses (MOOE) in the GAAs 2016 and 2017, the DepEd shall expend the same for the survey and titling of school sites. For the utilization of the said funds, the DepEd shall give priority to school sites donated to the Department but not yet transferred in the name of DepEd, and for the registration of issued special patents transmitted to the Register of Deeds (RoD).

Procedures

A. Survey

Donated school sites, which are ready for registration/titling but without approved survey plans, shall be given priority for survey. The Schools Division Office (SDO) shall coordinate with the Department of Environment and Natural Resources (DENR) for the conduct of the survey. If DENR cannot conduct the survey, the SDO shall engage the services of a Geodetic Engineer through the appropriate mode of procurement as provided by law.

B. Transfer of Title

The transferring of title of the donated school sites shall be initiated by the school head with the assistance of the SDO. The Deeds of Donation and other documents required for transfer shall be prepared by the school head and the SDO. The school head and the SDO shall cause the transfer of title or registration of donated school sites with the RoD which has jurisdiction over the area where the school site is situated.

The school sites shall be registered in the name of the Republic of the Philippines- Department of Education and the name of the school.

C. Registration of Special Patents

For special patents issued to school sites that were transmitted to the Register of Deeds (RoD) for registration, the corresponding fees for its registration shall be paid by the SDOs. The original copies of the special patents, once registered in the RoD and released to DepEd shall be in the custody of the SDO. The school concerned shall only be given a photocopy of the special patent.

D. Release and Utilization

A total of *Twenty-Two Million Two Hundred Forty Thousand Pesos* (P22,240,000.00) is allocated under the General Appropriations Act (GAA) for Fiscal Years 2016 and 2017 (P11,120,000.00 for FY 2016 and P11,120,000.00 for FY 2017) for Maintenance and Other Operating Expenses (MOOE). The Central Office shall issue a Sub-Allotment Release Order (Sub-ARO) to recipient Schools Division Offices (SDOs) of which the breakdown of allotment is found in the following annexes based on the request submitted by the SDOs through their respective ROs:

- * Annex A – Breakdown of allotment for SDOs per Region for the survey and titling of existing school sites under the GAA 2016 (Php11,120,000.00)
- * Annex B – Breakdown of allotment for SDOs for Regions not included in Enclosure 1 for the survey and titling of existing school sites under GAA 2017 (Php5,120,000.00)
- * Annex C - Breakdown of allotment for SDOs per Region for the registration of issued special patents transmitted to Register of Deeds (5,000,000.00)

The utilization of the funds to be downloaded to the SDOs is limited only for the payment of fees for the survey and titling of donated school sites and for the registration of issued special patents transmitted to RoD.

E. Reporting

Each SDO is accountable for the disbursement and liquidation of funds based on the activities set forth in these guidelines subject to the usual accounting and auditing rules and regulations.

Upon completion of the survey and titling of donated school sites and the registration with the RoD of the special patents issued by the DENR, the SDO shall submit to the Regional Office (RO) an accomplishment report using the format provided in Annex D of this Office Memorandum. The SDO shall likewise submit to the RO the electronic copies of the documents of completed transactions (e.g. TCT, land survey blueprint).

The RO shall consolidate the accomplishment reports submitted by the SDOs using the format in Annex E, and submit the report to the Sites Titling Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City.

F. Monitoring

To ensure the effective implementation of the activities set forth in these guidelines, the Sites Titling Office in coordination with the Regional Offices shall monitor the implementation and utilization of the funds for the abovementioned activities.

ANNEX E

Accomplishment on the Survey and Tiling of Existing School Sites and Registration of Special Patents

Schools Division Office: _____

School Site	Survey	Physical Tiling	Registration of Special Patents Transmitted to Register of Deeds	Remarks

Prepared by: _____

Approved by: _____

Name and Designation _____

Name and Designation _____

Consolidation Report of the Physical Accomplishment on FY 2017

Region: _____

Division	Survey	physical Titling	Registration of Special Patents Transmitted to Register of Deeds	Remarks

Prepared by: _____

Approved by: _____

Name and Designation _____

Name and Designation _____