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Republic of the Philippines
Department of Education
Region VII, Central Visayas
Schools Division of Cebu Province
Sudlon, Lahug, Cebu City

Office of the Schools Division Superintendent

July 26, 2021

DIVISION MEMORANDUM

No. 265, s. 2021

INVENTORY AND UPDATING OF SCHOOL SITES' OWNERSHIP

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/District-in-Charge
Elementary/Secondary School Heads
All Others Concerned

1. The field is hereby informed on the submission all pertinent documents relative to the parcel(s) of lands occupied by all schools so that the office can provide accurate technical assistance on issues about site registration/titling, acquisition, squatting, reconveyance suits, undue disposition, boundary disputes, land/site use, claims by private individuals, recovery by the heirs, and many others.

2. Each district supervisor must compile (in a folder) all lot/land records of all schools in the district properly labeled (with table of contents) and with the names of all the schools separating (in the list) the elementary, secondary and integrated, and in alphabetical order.

3. All supporting documents available (machine copies only) pertaining to the site of each school must be attached or inserted in the folder, such as:

3.1 Torrens Title/Original Certificate of Title (OCT)/Special Patent or Transfer Certificate of Title (TCT);

3.2 Tax Declaration;

3.3 Approved Survey Plan (blue/white print);

3.4 Deed of Donation and/or Contract of Usufruct;

3.5 Lot and Technical Description;

3.6 Lot Status and A & D (alienable/disposable) certifications (from CENRO);

3.7 Land Use Classification (c/o municipal planning officer);

3.8 Deed of Absolute Sale (if school board-acquired lot); and

3.9 Brief History on the creation/establishment of the school (year established).



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4.The school head must indicate or narrate in the brief history about the original owners (names) of the school site before the said parcel of land was transferred to the municipality or barangay (if not purely privately-owned) so that tracing back the ownership of the school site with all the intents and purposes can be easily done.

5.If the lot was donated or a contract/deed of usufruct was given, but the document can no longer be located, the year and the name of the notaries public who executed/notarized the document/s should be mentioned in the brief history so that diligent efforts can be exerted to find the missing documents at the archives, Bureau of Lands, Provincial Assessor's Office, Clerk-of-Court/RTC records of notarial books, and other government agencies or even to the surviving heirs of the original lot owners.

6.The compiled documents must be provided with a covered page using the sample template as herein attached as "Enclosure A".

7. All school heads and other concerned are encouraged to acquire titles of the school sites in order to safeguard the interest of the Division Office against reconveyance suits and other claims of these parcels of land occupied or used by the schools.

8.If only a contract of usufruct shall be granted by the municipality or the barangay that owns the parcel of land occupied by the school, the Usufruct/agreement must indicate that the **FULL USE and/or PERPETUAL RIGHT TO USE** shall be with the Department of Education-Division of Cebu Province, so long as the real property is **SOLELY and EXCLUSIVELY USED or UTILIZED for BASIC EDUCATION PURPOSES ONLY. The deed/contract of usufruct must be REGISTERED with the Register of Deeds and duly annotated on the Certificate of Title/Special Patent or Transfer Certificate of Title (TCT).**

9.For municipalities or barangays that may refuse to donate the school sites, and to protect further the interest of the Department of Education, a special patent for joint ownership may be applied or resorted to as another option wherein the Certificate of Title/Special Patent shall bear the name of the **municipality/barangay and the Department of Education-Schools Division of Cebu Province.**

10.For further clarifications about the documents to be submitted or to be inserted/placed in the folder, please contact this email address: victor.ybanez@deped.gov.ph.

11. Submission of all those folders/documents shall be **on or before August 11, 2021 (Wednesday)** at the respective Sub-Offices. For further clarifications about the documents to be submitted or to be inserted/placed in the folder, please contact this email address: victor.ybanez@deped.gov.ph.

12. Wide dissemination of and **strict compliance of this Memorandum** is hereby **directed.**


MARILYN S. ARDALES EdD, CESO V
Schools Division Superintendent

vay/sgod/sds/2021



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