



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

September 1, 2021

DIVISION MEMORANDUM
NO. 348, s. 2021

**Announcement of the Availability of Funds for Survey, Transfer of Title
Titling of School Sites and Registration of Special Patents for FY 2021**

TO: Assistant Superintendents
Chiefs, CID and SGOD
Public School District Supervisors
School Heads

1. This Office is pleased to announce that we received a Sub-Allotment Release Order for the Provision of Funds for Survey, Transfer of Title/Titling of School Sites and Registration of Special Patents for FY 2021 with a considerable budget.
2. As stated in the SARO, the allotment that is sub-alloted is valid for obligation until December 31, 2021.
3. In this regard, for the school heads and/or property custodians of public schools in this Division who are processing for the survey, transfer of title and registration of special patents for their school lots, you may request to be allocated with a portion of said budget.
4. The following are the requirements to be submitted: (a) request for financial assistance to be addressed to our Schools Division Superintendent, specifying the transaction to be processed; (b) for surveying (may it be for subdividing a mother lot to separate the portion of land that was donated to the school/DepEd or a relocation survey to determine the boundary posts of the school lot and/or to settle a boundary dispute), a quotation from the geodetic engineer who will conduct the survey; (c) for registration of special patents with the Register of Deeds, the assessment form (if the fee was not yet paid) or original copy of the official receipt issued by ROD (if already paid).
5. Please be reminded that upon release of the Original Certificate of Title for the school lot, the owner's duplicate copy of said title together with the tax declaration used for the processing of the special patents title must be endorsed to the Legal Section of this Division for safekeeping. For documentation purposes, please secure also a certified copy of the title and it must be kept under the custody and supervision of the school property custodian.
6. Please note that the budget is not sufficient for all the school lots in this Division, hence, it is advised that you submit your requests ASAP. If said budget will already be fully utilized, other requests may be catered for next year's budget.
7. Should you have any queries, you may contact the Division Legal Section through its Facebook Page: **deped cebu province legal section**.
8. Immediate dissemination and strict compliance of this memorandum is directed.


MARILYN B. ANDALES, ED. D CESO V
School Division Superintendent