



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**SGOD-2025-** 764

To : SGOD Chief

**JOSE ISRAEL M. MARAVILLES**  
Division School Site Titling Focal

Subject : **PARTICIPATION TO THE CONDUCT OF JOINT ASSESSMENT AND PLANNING ON PRESIDENTIAL PROCLAMATIONS AND SPECIAL PATENTS TITLING FOR PUBLIC SCHOOLS**

Date : November 20, 2025

Pursuant to the DepEd Memorandum OULLA-2025-2553 dated November 13, 2025 and Regional Memorandum ORD-2025-133 dated November 14, 2025, the Site Titling Office under the Office of the Undersecretary for Legal and Legislative Affairs will be conducting the activity titled: *“Assessment with the Department of Environment and Natural Resources (DENR): Joint Assessment and Planning on Presidential Proclamations and Special Patents Titling for Public Schools,”* scheduled on **November 26-28, 2025** within **Metro Manila**.

The activity aims to serve as a forum to: a) discuss and establish and uniform understanding of DENR Administrative Order (DAO) No. 2015-01, dated 4 March 2015 or the *Guidelines for the Processing and Issuance of Special Patents for Public Schools under Republic Act No. 10023*; to facilitate the approval of survey and titling of the 660 school sites covered under MOA 4; b) discuss the transfer of funds to all Regional Offices relative to the issuance of Presidential Proclamations and/or Special Patents (Titles) over school sites; c) identify and address issues and concerns on the titling of school sites; and d) assess the physical accomplishments of the DENR-DepEd School Sites Titling Project under MOA 1, 2, & 3, pursuant to DAO No. 2015-01. It will also set additional targets and commitments for the titling of public school sites under DENR jurisdiction.

Travelling expenses relative to the conduct of the activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulation.

Immediate dissemination of this Memorandum is desired.

For and in the absence of the  
Schools Division Superintendent:

DepEd Schools Division of Digos **BEVERLY S. DAUGDAUG, EdD**  
RECORDS SECTION Chief Education Supervisor, CID  
Officer-In-Charge  
SGOD/jimm  
**RELEASED**  
DATE: NOV. 21 2025 TIME: 10:00 AM  
BY: [Signature]



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396





Republic of the Philippines  
**Department of Education**  
DAVAO REGION



November 14, 2025

REGIONAL MEMORANDUM  
ORD-2025-133

PARTICIPATION TO THE CONDUCT OF JOINT ASSESSMENT AND PLANNING  
WITH THE DENR ON PRESIDENTIAL PROCLAMATIONS AND  
SPECIAL PATENTS TITLING FOR PUBLIC SCHOOLS

To: Assistant Regional Director  
Schools Division Superintendents

1. Herewith is the Memorandum OULLA-2025-2553 issued by the Office of the Undersecretary for Legal and Legislative Affairs (OULLA), with the subject ***Joint Assessment and Planning with the Department of Environment and Natural Resources on Presidential Proclamation and Special Patents Titling for Public Schools***, on ***November 26-28, 2025***, within Metro Manila.
2. In line with this, Schools Division Offices (SDOs) are directed to designate the School Sites Focal or Technical Assistant to participate in the activity. For the Regional Office, the Technical Assistant II shall attend.
3. Meals and accommodation shall be charged against AC-25-LS-STO-GASS-P-023 funds. Travelling expenses shall be charged against local funds, subject to usual accounting and auditing rules and regulations.
4. Immediate dissemination of the Memorandum is desired.

ALLAN G. FARNAZO  
Director IV

Enclosed: As Stated

ORD/LU5/jam

DEPARTMENT OF EDUCATION - DAVAO REGION  
RECORDS SECTION  
**RELEASED**

By:   
Date: Nov. 18, 2025  
Time: 1125/21066



Address: F. Torres St., Davao City (8000)  
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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM  
OULLA-2025-2553

TO : ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION LEGAL OFFICERS  
ALL OTHERS CONCERNED

FROM : **ATTY. FILEMON RAY L. JAVIER**  
Undersecretary for Legal and Legislative Affairs

**ATTY. CHRISTIAN E. RIVERO** RGR  
Director IV  
Supervising Director, Sites Titling Office  
Office of the Undersecretary for Legal and Legislative Affairs

SUBJECT : **JOINT ASSESSMENT AND PLANNING WITH THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES ON PRESIDENTIAL PROCLAMATIONS AND SPECIAL PATENTS TITLING FOR PUBLIC SCHOOLS**

DATE : NOV 13 2025

The Sites Titling Office under the Office of the Undersecretary for Legal and Legislative Affairs will be conducting the activity titled "Assessment with the Department of Environment and Natural Resources (DENR): Joint Assessment and Planning on Presidential Proclamations and Special Patents Titling for Public Schools," scheduled on 26-28 November 2025 within Metro Manila.

This activity is part of the implementation of the 4<sup>th</sup> Memorandum of Agreement (MOA 4) between the Department of Education (DepEd) and the DENR, involving the facilitation of the issuance of Presidential Proclamations and Special Patents for six hundred sixty (660) untitled DepEd school sites, and other commitments of DENR-Land Management Bureau (LMB) in support of DepEd's titling efforts.

The activity aims to serve as a forum to: a) discuss and establish a uniform understanding of DENR Administrative Order (DAO) No. 2015-01, dated 4 March 2015 or the Guidelines for the Processing and Issuance of Special Patents for Public School Sites under Republic Act No. 10023;<sup>1</sup> to facilitate the approval of survey and titling of the 660 school sites covered under MOA 4; b) discuss the transfer of funds to all concerned Regional Offices relative to the issuance of Presidential Proclamations and/or Special Patents (Titles) over school sites; c) identify and address issues and concerns on the titling of school sites; and d) assess the physical accomplishments of the DENR-DepEd School Sites Titling Project under MOAs 1, 2

<sup>1</sup> RA No. 10023 "An Act Authorizing the Issuance of Free Patents to Residential Lands"





& 3, pursuant to DAO No. 2015-01. It will also set additional targets and commitments for the titling of public school sites under DENR jurisdiction.

In this regard, all Regional and Division Offices are requested to send **one (1) representative** who is directly involved in school sites matters. In case the Division Lawyer is not available, the Technical Assistant (TA) may attend, provided that a Travel Authority is secured and a written justification for attendance is submitted.

Participants' travel and incidental expenses shall be charged to their respective local funds, subject to the existing budgeting, accounting, and auditing rules and regulations.

Participants are required to register online at <https://forms.gle/iRsmKVj8YJKhMSUFA> on or before **November 15, 2025**. Registered participants will be issued certificates after the event, while those who register late will have their certificates forwarded through the Records Division to their respective Regional or Division Offices.

For further details or information, please contact Ms. Jolina S. Gammad at 0927 791 4230 or via email at [sto@deped.gov.ph](mailto:sto@deped.gov.ph).

For your information and compliance

STO2  
Doc No. 108790