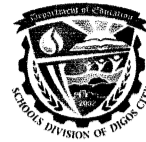




Republic of the Philippines
Department of Education
Region XI
Schools Division of Digos City



DIVISION MEMORANDUM

NO. 344-A, s. 2017

**TO : Public Schools District Supervisors
School Principals, School Heads, Teacher-In-Charge
This Division**

**FROM : FELICIANO A. TAMONDONG, Jr., EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent**

SUBJECT : APPLICATION FOR SCHOOL SITE SPECIAL PATENT

DATE : May 26, 2017

1. In line with the mandate of the Department of Education in ensuring access to quality basic education for all Filipino learners, there is a need to safeguard the interest of existing school sites from being subjected to disposal, sale, lien or encumbrance, and against reconveyance suits and claims for payment from private entity/individual or heirs of donors. Thus, the Office of the Undersecretary for Legal Affairs, through the Sites Titling Office (STO) will assist DepEd Regional Offices in the titling of existing school sites donated to DepEd but not yet transferred in the name of the Department.
2. In this regard, you are hereby directed to coordinate with our Sites Titling Division Focal Person, Mr. Felzev Lloyd C. Sayson, concerning your application for special patent for your school.
3. All school heads except for Mahayahay ES and Aplaya ES which already have their Transfer Certificate of Title (TCT) and Original Certificate of Title (OCT) respectively are encouraged to take the initial step to apply for School Site Special Patent immediately.
4. Attached herewith is the Request for Issuance of School Site Special Patent from the Department of Environment and Natural Resources – Community Environment and Natural Resources Office (DENR-CENRO), Aplaya Field Office, Aplaya, Digos City.
5. Fill up the Request for Issuance of School Site Special Patent. Write your name in lieu of the Schools Division Superintendent as Authorized Officer. Here are the needed attachments:
 - Historical background of possession/occupation
 - Recent photographs with panoramic view and improvements
 - Court certification of no pending land registration case

DepEd Schools Division of Digos

RELEASED 5172

Date: 02 JUN 2017 Time: 3:45

sv. [Signature]

6. After the request has been approved by the DENR-CENRO, the next step is to apply for the Registration of Administrative Patent to the Registry of Deeds, Aplaya, Digos City. The requirements are as follows:
- Transmittal Letter from DENR-PENRO
 - Valid Identification (I.D.)
 - DENR Certification on Cadastral payment for Miscellaneous Sales Patent, Sales Patent and Residential Free Patent
 - Latest Tax Declaration
 - Certificate of Non-Delinquency/Tax Clearance
 - Individual lot/Survey Plan
 - If owner or patentee is already dead, submit Extra-Judicial Settlement of Estate and SPA authorizing one of the heirs to get the title.
 - If the title is in the name of the HEIRS OF ____, submit Affidavit of Heirship and SPA authorizing one of the heirs to get the title
 - 1 long brown folder
7. For appropriate action of this memorandum is desired.

Republic of the Philippines
Department of Environment and Natural Resources
Community Environment and Natural Resources Office

**REQUEST FOR ISSUANCE OF
SCHOOL SITE SPECIAL PATENT**

Entry No. _____

Request No: _____

Name of School: _____

Location: _____

Division of School Superintendent /

Authorized Officer: _____

Address: _____

Contact No: _____ e-mail: _____

Lot No. _____ Pls. _____

Cad. _____

Area _____

Division Superintendent /
Authorized Officer

Attachments:

- ___ Historical background of possession/occupation
- ___ Recent photographs with panoramic view and improvements
- ___ Court certification of no pending land registration case

SUBSCRIBED AND SWORN TO before me this _____ day of
_____ at _____

Officer Authorized to
Administer Oath

[Handwritten mark]