



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



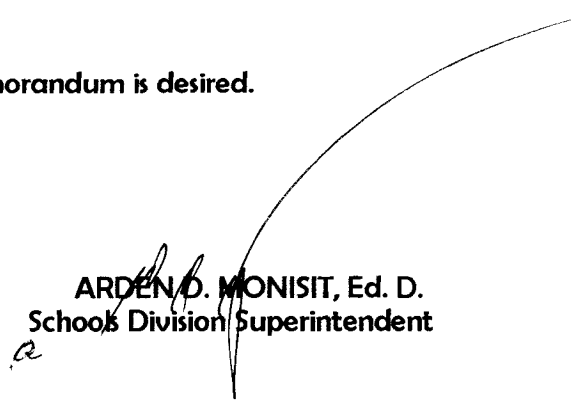
Division Memorandum:  
No **343** s. 2014

JUL 22 2014

**ADMINISTRATIVE ISSUANCE OF LAND TITLES THROUGH  
SPECIAL PATENT**

To: **Assistant Superintendents  
Education Supervisors / Coordinators  
District Supervisors / OICs  
Elementary and Secondary School Heads**

1. **Attached is Regional Memorandum No. 403, s.2014 entitled "Administrative Issuance of Land Titles Through Special Patent".**
2. **Immediate and widest dissemination of this Memorandum is desired.**

  
**ARDEN D. MONISIT, Ed. D.  
Schools Division Superintendent**

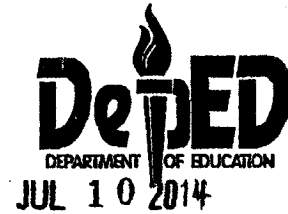
Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401  
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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City





REGIONAL MEMORANDUM  
No. 403 s. 2014

**ADMINISTRATIVE ISSUANCE OF LAND TITLES THROUGH SPECIAL PATENTS**

To: Schools Division Superintendent  
Officers-in-Charge of Regular/Interim Divisions  
Public Elementary and Secondary School Administrators  
All Others Concerned

1. For the information and guidance of all concerned, attached is a letter from Dr. Isabelo R. Montejo, Regional Executive Director, DENR – Region VII, re “Administrative Issuance of Land Titles Through Special Patents”, which is self-explanatory. Attached also is the list of Schools and the respective land area of untitled lots occupied by public schools located within Region VII for your reference and guidance.
2. For more details, please refer to the attached documents.
3. For information and immediate dissemination.

  
CARMELITA T. DULANGON  
Director III  
Officer-In-Charge 

ESSD  
VGG/VVY/nam7/14

*“Educating for a Strong Republic”*

Regional Director’s Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director’s Office Telefax: (032) 255-4542;  
Technical Assistance Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;  
Quality Assurance and Accountability Division: (032) 414-4367; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;  
Administrative Division: (032) 414-7326; 255-1313; 414-7322; 414-7366; 231-1071; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321  
Website: <http://www.depedro7.com.ph>

OR&amp;D



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Region 7, Banilad, Mandaue City

**DeJED**  
DEPARTMENT OF EDUCATION  
REGION VII-CENTRAL VISAYAS  
SUDLON, LAHUG, CEBU CITY

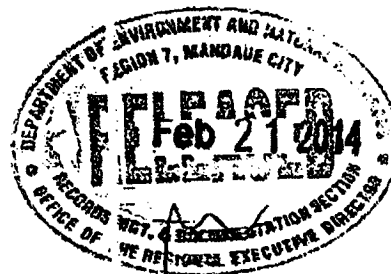


RD2014-8010

30 - Apr

February 19, 2014

**DIR. CARMELITA T. DULANGON**  
Director III (OIC)  
Department of Education-Region VII  
Sudlon, Lahug, Cebu City



**SUBJECT: ADMINISTRATIVE ISSUANCE OF LAND TITLES THROUGH SPECIAL PATENTS**

Dear **Dir. Dulangon**:

This pertains to the administrative issuance of land titles through Special Patents over untitled public lands designated as school sites in favor of the Department of Education, pursuant to Sec. 4 of Republic Act 10023, quoted as follows:

*"Section 4. Special Patents. - Notwithstanding any provision of law to the contrary and subject to private rights, if any, public land actually occupied and used for public schools, municipal halls, public plazas or parks and other government institutions for public use or purpose may be issued special patents under the name of the national agency or LGU concerned: Provided, That all lands titled under this section shall not be disposed of unless sanctioned by Congress if owned by the national agency or sanctioned by the sanggunian concerned through an approved ordinance if owned by the LGU." (emphasis supplied)*

In accordance with the above-cited provision, we would like to inform you of our desire to facilitate the issuance of legal titles thru Special Patents for untitled government lands, designated as school sites, situated within Region VII provided all the necessary requirements are complied with. Please find herewith for your immediate guidance copy of the Checklist of Requirements.

For queries, you may contact the Land Management Services-DENR VII at (032) 344-7709.

For your information and appropriate action.

Thank you for your usual support and cooperation.

Very truly yours,

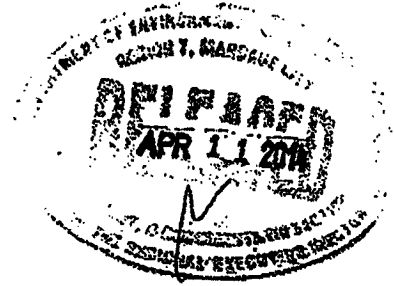
**ISABELO R. MONTEJO, D.M., CESO IV**  
Regional Executive Director  
DENR-Region VII

Encls.: - as stated



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Region 7, Banilad, Mandaue City

April 8, 2014



**DIR. CARMELITA T. DULANGON**  
Director III (OIC)  
Department of Education-Region VII  
Sudlon, Lahug, Cebu City

Dear **Dir. Dulangon**:

Attached herewith is the list containing among others, the School Names and the respective Land Area of untitled lots occupied by public schools located within Region VII. The list was provided to us by the Land Management Bureau-Manila as reference for the issuance of land titles thru Special Patents over public lands occupied by the listed public schools pursuant to Section 4 of Republic Act 10023.

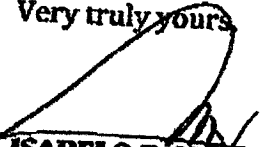
In this regard, we would like to inform you that we cannot commence the processing of the land titles based on the provided list as records in this office are cadastral records which identify a particular lot based on the assigned Lot Number and Survey Number -details which do not appear on the list. School name appears only on our records when such school is the survey claimant during the conduct of the cadastral survey. Thus, we would like to request the following:

- 1.) Formal Request for the issuance of land title/s,
- 2.) Tax Declarations and/or Deed of Conveyance.

Please submit the requested documents to Engr. Wilfredo C. Lee, Regional Technical Director, Land Management Services-DENR Region 7, Banilad, Mandaue City. For queries, you may contact the Land Management Services at 344-7709.

For your information and appropriate action. Thank you for your usual support and cooperation.

Very truly yours,

  
**ISABELO R. MONTEJO, D.M., CESO IV**  
Regional Director  
DENR Region 7

Encls: ALL CENROs  
DENR-Region VII

C

Attn: Dir. Dulangen  
Re: Land Titling

PROPONENT: \_\_\_\_\_  
LOT DESCRIPTION: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
AREA (SQ. M.) \_\_\_\_\_

**CHECKLIST OF REQUIREMENTS FOR SPECIAL PATENT APPLICATION-original/certified copy- (Pursuant to the provisions of Chapter X, XI, & XII of CA 141, as amended and other related special laws, and DENR M.C. No. 97-02, series of 1997)**

- 1. Formal letter request of the concerned agency/proponent addressed to CENRO concerned/ Brgy./Municipality/City Resolution requesting for the Special Patent;
- 2. Investigation Report indicating the following:
  - a.) Whether the land is free from claims and conflicts or occupied and /or claimed by certain person/s;
  - b.) Whether the land is alienable and disposable land.
- 3. Written comment/recommendation of the following agencies concerned regarding the suitability of the area for the purpose/s it is intended to be reserved:
  - a.) Provincial Health Officer with the proper endorsement by the Regional Director to the DOH Secretary for concurrence;
  - b.) District Engineer, with the proper endorsement by the Regional Director to the DPWH Secretary for concurrence;
  - c.) District/City Superintendent of Schools, with the proper endorsement by Division Superintendent of Schools to the DepEd Secretary for concurrence;
  - d.) Provincial Commander of the AFP, with the proper endorsement by the Chief of Staff to the Secretary of the DND for concurrence;
  - e.) Philippine Ports Authority, with the proper endorsement by the DOTC Secretary for concurrence;
  - f.) Department of Tourism
    - Regional Director
    - Secretary, DOT
- 4. Duly approved survey plan/certified copy of cadastral map and certified narrative technical description of the subject land;
- 5. Clear copy of Lot Data Computation of the subject land;
- 6. Certified photographs showing the panoramic view of the area proposed to be proclaimed/ reserved;
- 7. Land Classification or Municipal Index Map projecting the area proposed to be proclaimed and land uses of the area and its vicinity within two-kilometer radius;
- 8. Narrative Report of Investigations with recommendation under the tenets of CSW by the CENRO concerned;
- 9. Report pursuant to M.C. No. 68 dated September 17, 2004 (Completed Staff Work), their comments and potential problem if any; *(TO BE COMPLIED BY LMS-DENR-7)*
- 10. Others (please Specify).
  - Tax Declaration and Assessor's Certificate
  - Lot Status
  - Deed of Conveyance

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

as of November,2013

Reg.7-Elementary Education

SN	Reg ID	Sch Div ID	Sch Dist ID	Schools Division	School Names	Municipality	Land Area (m2)
229	07	002	003	Cebu	Cambunoc	Alegria	6,837
230	07	002	004	Cebu	Tampaan PS	Aloguinsan	1,506
231	07	002	005	Cebu	Talaytay ES	Argao II	10,000
232	07	002	006	Cebu	Balaas PS	Argao II	112
233	07	002	008	Cebu	Linut-od ES	Argao II	80
234	07	002	012	Cebu	Atop-atop ES	Bantayan II	10,857
235	07	002	012	Cebu	Baod ES	Bantayan II	2,810
236	07	002	012	Cebu	Kabangbang Central ES	Bantayan II	7,828
237	07	002	012	Cebu	Kampingganon ES	Bantayan II	5,000
238	07	002	012	Cebu	Puti-an ES	Bantayan II	2,701
243	07	002	022	Cebu	Amancion PS	Catmon	7,000
244	07	002	022	Cebu	Bactas PS	Catmon	10,000
245	07	002	022	Cebu	Cambangkaya ES	Catmon	10,000
246	07	002	022	Cebu	Catmon Central ES	Catmon	12,393
247	07	002	022	Cebu	Catmondaan ES	Catmon	10,231
248	07	002	022	Cebu	Ginabukan PS	Catmon	5,500
249	07	002	024	Cebu	Cansaga ES	Consolacion	
250	07	002	024	Cebu	Danglag ES	Consolacion	2,300
251	07	002	024	Cebu	Garing ES	Consolacion	8,000
252	07	002	024	Cebu	Jugan ES	Consolacion	12,610
253	07	002	024	Cebu	Nangka ES	Consolacion	1,000
254	07	002	024	Cebu	Pulog ES	Consolacion	330
255	07	002	024	Cebu	Tugbungan ES	Consolacion	8,136
256	07	002	029	Cebu	Sacsac ES	Dalaguete II	7,912
257	07	002	029	Cebu	Maloray ES	Dalaguete II	7,980
258	07	002	033	Cebu	Kang-actol ES	Dumanjug I	793
259	07	002	036	Cebu	Catarman ES	Liloan	8,904
260	07	002	036	Cebu	Tayud ES	Liloan	5,954
262	07	002	037	Cebu	Maalat PS	Madridejos	2,279
263	07	002	037	Cebu	Talangnan PS	Madridejos	2,030
264	07	002	037	Cebu	Tugas PS	Madridejos	4,920
265	07	002	041	Cebu	Lipata Central ES	Minglanilla II	14,593
266	07	002	042	Cebu	Basdiot ES	Moalboal	10,051
268	07	002	051	Cebu	Balud ES	San Fernando	8,050
269	07	002	051	Cebu	Cabatbatan ES	San Fernando	6,419
270	07	002	051	Cebu	Cogon ES	San Fernando	6,040
271	07	002	051	Cebu	Tabionan ES	San Fernando	2,150
272	07	002	052	Cebu	Tulang PS	San Francisco	
273	07	002	053	Cebu	Looc PS	San Remegio I	4,000
274	07	002	057	Cebu	Bahay-Bagacay ES	Sibonga	12,320
275	07	002	057	Cebu	Guimbangco an PS	Sibonga	6,002
276	07	002	057	Cebu	Sabang ES	Sibonga	81,487

277	07	002	958	Cebu	Lubo ES	Sogod	10,783
278	07	002	059	Cebu	Tabogon	Tabogon	5,807
279	07	002	063	Cebu	Kabkaban PS	Tuburan I	10,000
280	07	002	065	Cebu	Calmante ES	Tudela	10,163