



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 10, 2025

DIVISION MEMORANDUM

No. **542**, s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 527, S. 2025

**CONDUCT OF THE “BAYANIHAN SA PAGPAPATITULO NG MGA PAARALAN”
ACTIVITY: Workshop Of The Checklist For School Site Land Ownership Due
Diligence & Titling Documentation**

To:

Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Heads of Public Elementary, Secondary,
and Integrated Schools
All Others Concerned

1. In support of the Department of Education’s nationwide thrust to secure land tenure for public schools, the Schools Division of Aklan, in collaboration with the Department of Education Central Office, intends to conduct the “*Bayanihan sa Pagpapatitulo ng mga Paaralan*” — a nationwide initiative that aims to facilitate the processing of *Special Patent Titles* for *untitled school sites* in the province on October 13-15, 2025, the venue will be at **Pinnacle Resort & Villas, Station 1, Sitio Pinaungon, Brgy. Balabag, Boracay**

This activity is part of DepEd’s broader effort to legalize the ownership of school properties, ensuring security of tenure, protecting government assets, and enabling schools to access infrastructure and development support fully.

2. This capacity building aims to:

- a. To orient school heads on the legal processes and requirements for titling school sites through the issuance of Special Patents;
- b. To capacitate school heads in the preparation and submission of relevant land documents;
- c. To establish a comprehensive inventory of untitled school lots within the division;
- d. To strengthen inter-agency coordination for the swift processing of land titles.

3. The participants for this activity shall be the Heads of all Public Elementary, Secondary, and Integrated Schools in Aklan identified in Enclosure No. 3 of the memorandum, with untitled school sites, particularly those with complex legal and documentary issues. While the division strongly encourages personal attendance by the School Head, in the event of an unavoidable conflict, a qualified personnel may serve as a representative. Any authorized substitute must be fully briefed on the school site’s history, assets, and current issues and concerns regarding the land,



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administratively capable, and empowered to make binding decisions on the School Head's behalf.

Participants are requested to bring all available documents related to school land ownership, including but not limited to:

- ☐ Tax Declaration (Certified True Copy)
- ☐ Tax Clearance
- ☐ School Site History of Possession
- ☐ Special Patent/Original/Transfer Certificate of Title (OCT/TCT)
- ☐ Deed of Conveyance (Donation, Sale, Exchange)
- ☐ Approved Sketch Plan (Signed by Geodetic Engineer)
- ☐ Sangguniang Barangay/Bayan/Panlalawigan Resolution authorizing Donation, Sale, Exchange
- ☐ Memorandum of Agreement/Usufruct Agreement
- ☐ Court Orders declaring ownership over the School Site
- ☐ Any previous land-related correspondence or documentation

4. All participants listed in **Enclosure No. 3: List of Participants** must pre-register and confirm their attendance using the link or scan the QR code no later than **October 7, 2025**. Late registration is strictly not encouraged, as it may affect event logistics preparations.

<https://forms.gle/hyMGGfuQ3Ly9DNxt9>



5. Please refer to the following enclosures:
- a. Enclosure No. 1: Training Matrix
 - b. Enclosure No. 2: Technical Working Group
 - c. Enclosure No. 3: List of Participants
8. Widest dissemination of and compliance with this Memorandum is desired.


FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects: