



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

December 03, 2025

DIVISION MEMORANDUM

No. 685, s. 2025

**IDENTIFICATION AND SUBMISSION OF LOT NUMBERS
OF ALL SCHOOL SITES WITHIN THE PROVINCE OF AKLAN**

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 line with the Schools Division Office's continuing efforts to update and validate the official land records of all public schools in the Province of Aklan, all Principals/School Heads are hereby directed to **identify, verify, and submit the official lot numbers** of their respective school sites.
2. This initiative aims to ensure the completeness and accuracy of the Division's **School Site Inventory**, which will be used for the identification of **PENRO-Aklan** if the school site is ready for the application of **Special Patent**.
3. Specific Guidelines
 - a. **Identify the official lot number(s)** covering the entire school property, including extension campuses, annexes, or additional parcels of land **owned or used** by the school.
 - b. Sources of information may include:
 - Tax Declaration(s)
 - Approved Survey Plan(s)
 - c. Encode the following information using the **QR Code** or the **google form link** attached:
 - School Name
 - School ID
 - Complete Address
 - Lot Number(s) - *indicate the number of school site lots **occupied by the school**.*



<https://forms.gle/H4vyf3aEAAbftom26>

- d. To identify the Lot Number indicated in the **Tax Declaration**, please ensure that the option '**Land**' was the item shaded or marked in the **KIND OF PROPERTY ASSESSED** section. This can be found in the actual tax declaration document. Please refer to the sample below:

KIND OF PROPERTY ASSESSED <input checked="" type="checkbox"/> LAND <input type="checkbox"/> BUILDING	KIND OF PROPERTY ASSESSED <input type="checkbox"/> LAND <input type="checkbox"/> BUILDING
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- e. To identify the lot number and the survey plan number indicated in the **Sketch or Survey Plan**, please refer to the **upper right portion** of the document, as shown in the sample below:

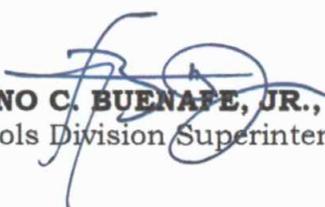
SKETCH PLAN

OF

LOT 6182 CAD. 566-D

AS PREPARED FOR

- f. Schools with **no existing or outdated records** are advised to coordinate with their **municipal** or **provincial assessor's office** or **DENR field office** to obtain verified lot information.
4. **All School Heads** are required to comply with this directive until December 31, 2025 to facilitate the consolidation of property data at the **Division Office**. Complete submission of the required information will enable the school to fully participate in **future land-related initiatives**.
5. For inquiries, you may coordinate with the **Sites Titling Office - DepEd Division of Aklan** at phone number: **09303573181** or email: ralph.cepeda@deped.gov.ph.
6. Widest dissemination of and compliance with this Memorandum is desired.


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