



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

November 4, 2019

DIVISION MEMORANDUM

No. 743, s. 2019

**TO : School Heads (Principals or TICs) Concerned**  
**All others concerned**

**TRAINING CODE: 6E608AE0D4**

**SUBJECT : Meeting on School Titling Concerns for Schools with Deed of Donation To DepEd, with Special Patent and with Special Land Use Permit/Forest Land Use Agreement**

The Central Office through OM-OSEC-2018-007 dated March 28, 2018 provides for the Guidelines on the Acquisition of New School Sites. It particularly provides that the Division Office shall submit a request for a Special Power of Attorney (SPA) to authorize the Regional Director or the Schools Division Superintendent to accept the donation in favor of DepEd. Moreover, the Provincial Environment and Natural Resources (PENR) also has list of necessary documents for the issuance of Special Patent(SP) and Special Land Use Permit(SLUP) or Forest Land Use Agreement(FLAG) for school sites identified as forest land or timber land.

With this, the following concerned school heads are hereby directed come to a meeting on **November 18, 2019 at the Conference Hall of Girl Scout Building, Capitol Area, Dumaguete City, at 1:30 to 5:00 in the afternoon.**

This will be conducted in three groups. Please see attached list below per group. The following are the schedule per group:

<b>November 18, 2019</b>
<b>First group: 1:30 PM - 3:00 PM</b>
<b>Second group: 3:00 PM to 4:00 PM</b>
<b>Third group: 4:00 PM to 5:00 PM</b>

The first group is those with records of the Division Office having Deed of Donations endorsed to the Central Office and those not endorsed to Central Office because of incomplete documents. Hence, kindly bring the following:

- Assessed value of the school site (from the local assessor's office);
- Tax Declaration of the school site;
- Deed of Donation, Deed of Sale or any other documents showing the school's ownership of the school site;
- Contract of Usufruct or any other documents showing the school's right to use the school site;

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e) Any other document related to school site ownership

The second group is with issued Special Patent and is processing school titling from the Register of Deeds. Kindly give us updates on the progress when the title is already issued and bring a copy for the Division office.

The third group is those identified as timberland or forest land under SLUP or FLAG. Kindly bring any document available relative to titling matters.

Note that the Legal Section is doing this in separate batches because it will entail bulk of documents that will be submitted to the Central Office, PENR or CENR, and ROD.

This serves as **TRAVEL ORDER**.

Traveling and other incidental expenses are chargeable against school MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

For the information, guidance and compliance of all concerned.

For the Schools Division Superintendent:

  
**FAY C. LUAREZ, Ed.D., Ph.D., TM**  
OIC-ASDS 10/4/19 

MDP



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Attached herewith is the list of concerned schools, the respective school heads, and the status of their titling Documents.

**1. First group: a) List of Schools with Deed of Donations endorsed to Central Office**

List of Schools with DEED OF DONATION	School Head
1. Tiguib Elementary School, Ayungon District I [1 <sup>st</sup> Cong.] (For Confirmation by the Secretary)	Roselin L. Almenzo
2. Tumampon Elementary School, Ayungon I [1 <sup>st</sup> Cong.] (Two Deeds of Donation For Confirmation by the Secretary)	Virginia A. Capilla
3. Nabhang Elementary School, Ayungon II [1 <sup>st</sup> Cong.] (For SPA by the Secretary)	Veronica M. Lasmarias
4. Cabcaban Elementary School, Bindoy I [1 <sup>st</sup> Cong.] (For Confirmation by the Secretary)	Anatolio A. Delvo
5. Nagcasunog Elementary School, Bindoy I [1 <sup>st</sup> Cong.] (For Confirmation by the Secretary)	Aida L. Labe
6. Canluto Elementary School, Bindoy II [1 <sup>st</sup> Cong.] (For Confirmation by the Secretary)	Sally D. Baricar
7. Capipines Elementary School, Bindoy II [1 <sup>st</sup> Cong.] (For Confirmation by the Secretary)	Pablo Macquel
8. Demetrio L. Alviola National High School (DLANHS), Bindoy II [1 <sup>st</sup> Cong.] (For Confirmation by the Secretary)	Zenaida D. Tulabing
9. Domolog Elementary School, Bindoy II [1 <sup>st</sup> Cong.] (For Confirmation by the Secretary)	Betchie A. Paculanang
10. Tayasan National Science High School, Tayasan I [1 <sup>st</sup> Cong.] (For Confirmation by the Secretary)	Warner A. Callao
11. Matauta Elementary School, Tayasan II [1 <sup>st</sup> Cong.] (Two Deeds of Donation For Confirmation by the Secretary)	Cherry S. Beton
12. Amlan National High School- Jugno Campus, Amlan District [2 <sup>nd</sup> Cong.] (For Confirmation by the Secretary)	Valerie Lyn L. Clavecillas
13. Agan-an Elementary School, Sibulan I [2 <sup>nd</sup> Cong.] (For Confirmation by the Secretary)	Priscilla Drlon
14. Tubigon High School, Sibulan II [2 <sup>nd</sup> Cong.] (For SPA by the Secretary)	Ednel N. Matula
15. Gomentoc Elementary School, Ayungon I [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Bobbie D. Habel
16. Nabalian Elementary School, Ayungon I [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Alma V. Sarvida
17. Iniban Elementary School, Ayungon II [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Karla S. Dagle
18. Tambo NHS, Ayungon II [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Reynaldo D. Pastor



19. Bindoy CES, Bindoy I [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Monica B. Maxino
20. Cabcaban High School, Bindoy I [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Sheidelihz M. Portunes
21. Cabugan Elementary School, Bindoy I [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Darlene C. Palarpalar
22. Jose B. Cardenas MHS-Uptown Annex, Canlaon II [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Jovito U. Ocag
23. Danawan Elementary School, Bindoy I [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Teresita C. Ysulan
24. Jimalalud NHS, Jimalalud District [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Jiji S. Taladua
25. Manseje Elementary School, Bindoy I [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Marilyn S. Toledo
26. La Libertad Tech Voc School, La Libertad I [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Claudio F. Macahilos
27. Pisong Elementary School, La Libertad II [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Nora T. Sitones
28. Tayasan NHS Main, Tayasan I [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Maria Fe R. Yosores
29. Matauta HS, Tayasan II [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	Rizalyn L. Sameon
30. Tambulan Elementary School, Tayasan II [1 <sup>st</sup> Cong.] (For Confirmation but Incomplete documents)	María Liza C. Tupaz
31. Amlan National High School, Amlan District, [2 <sup>nd</sup> Cong.] (For Confirmation but Incomplete documents)	Ferdinand D. Dipaling
32. Baknit Elementary School, Sta. Catalina I [3 <sup>rd</sup> Cong.] (For Confirmation but Incomplete documents)	Allan Alipan

**First group: b) List of Schools with incomplete documents**

List of Schools with DEED DF DONATION	School Head	Lacking Documents
1. Camudlas Elementary School, Bindoy District I [1 <sup>st</sup> Cong.]	Isabel B. Palomar	a. OCT/TCT b. Technical Description c. SB Resolution authorizing the Mayor to Donate d. Latest tax Declaration
2. Solonggon Elementary School, La Libertad District II [1 <sup>st</sup> Cong.]	Alfredo R. Baya	a. OCT/TCT b. Technical Description c. Latest tax Declaration
3. Kauswagan High School, Manjuoyd I [1 <sup>st</sup>	Jessielito G. Cortez	a. DCT/TCT b. Technical Description



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Cong.]		c. Latest tax Declaration
4. Agutayon Elementary School, Jimalalud District [1 <sup>st</sup> Cong.]	Jose Leopoldo T. Zerna	a. Latest tax Declaration
5. Panciao High School, Manjuyod I [1 <sup>st</sup> Cong.]	Mar Lill R. Mariot	a. OCT/TCT b. Technical Description c. Latest tax Declaration
6. Managba Elementary School, Manjuyod I [1 <sup>st</sup> Cong.]	Narbeth A. Labe	a. OCT/TCT b. Latest tax Declaration
7. San Jose Elementary School, Manjuyod I [1 <sup>st</sup> Cong.]	Victoria A. Banjao	a. OCT/TCT b. Technical Description c. Barangay Resolution authorizing the Brgy. Capatin to Donate d. Latest tax Declaration
8. Guinalaban Elementary School, Tayasan II [1 <sup>st</sup> Cong.]	Nelfa P. Gargaya	a. OCT/TCT b. Technical Description c. Latest tax Declaration
9. Linao Elementary School, Tayasan I [1 <sup>st</sup> Cong.]	Nilky C. Zuniega	a. OCT/TCT b. Technical Description

**2. Second group: List of Schools with issued Special Patent**

Schools with SPECIAL PATENT	School Head
1. Calagcalag ES, Ayungon I [1 <sup>st</sup> Cong.] (with issued Special Patent)	Hope A. Jandomon
2. Candana-ay ES, Ayungon I [1 <sup>st</sup> Cong.] (with issued Special Patent)	Jovie D. Tayubal
3. Maaslum ES, Ayungon I [1 <sup>st</sup> Cong.] (with issued Special Patent)	Alma S. Tuco
4. Manogtong ES, Ayungon I [1 <sup>st</sup> Cong.] (with issued Special Patent)	Liza R. Flores
5. Buenavista ES, Ayungon II [1 <sup>st</sup> Cong.] (with issued Special Patent)	Amefe D. Ferreron
6. Malaga ES, Bindoy I [1 <sup>st</sup> Cong.] (with issued Special Patent)	Erika Lou S. Amahit
7. Tinaogan ES, Bindoy II [1 <sup>st</sup> Cong.] (with issued Special Patent)	Adela B. Araula
8. Ilaya-Tayasan ES, Tayasan I [1 <sup>st</sup> Cong.] (with issued Special Patent)	Dante G. Badilles
9. Matuog ES, Tayasan I [1 <sup>st</sup> Cong.] (with issued Special Patent)	Lainet T. Orellano
10. Tayasan Central ES, Tayasan II [1 <sup>st</sup> Cong.] (with issued Special Patent)	Eden B. Dagangan
11. Pinalubngan NHS, Tayasan II [1 <sup>st</sup> Cong.] (with issued Special Patent)	Amiel G. Baynosa



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issued Special Patent)	
12. Lutay ES, Tayasan II [1 <sup>st</sup> Cong.] (with issued Special Patent)	Dailet Novabos
13. Pulangbato NHS, Valencia District [3 <sup>rd</sup> Cong.] (with issued Special Patent)	Julius Caldoza
14. Jose Marie Locsin MHS, Zamboanguita District [3 <sup>rd</sup> Cong.] (with issued Special Patent)	James Rodriguez
15. Bindoy Central School, Bindoy I [1 <sup>st</sup> Cong.] (to process Special Patent Application)	Monica B. Maxino
16. Barras Elementary School, Mabinay II [2 <sup>nd</sup> Cong.] (to process Special Patent Application)	Neifa C. bolhano
17. Barras Elementary School, Mabinay II [2 <sup>nd</sup> Cong.] (to process Special Patent Application)	Edna C. Mediavilla

**3. Third group: List of Schools under SLUP or FLAG**

Schools classified under SLUP/FLAG	School Head
1. Sook ES, Ayungon I [1 <sup>st</sup> Cong.]	Gene Mary Acabo
2. Mabato ES, Ayungon I [1 <sup>st</sup> Cong.]	Chastine R. Carale
3. Mabato PCHS, Ayungon I [1 <sup>st</sup> Cong.]	Meldy P. Teves
4. Bulod ES, Bindoy I [1 <sup>st</sup> Cong.]	Benedicto C. Dolor
5. Danao ES, Bindoy II [1 <sup>st</sup> Cong.]	Judy V. Carolio
6. Mantahaw ES, Bindoy II [1 <sup>st</sup> Cong.]	Myrna V. Echica
7. Bago NHS (formerly Tayasan NHS-Bago Campus), Tayasan I [1 <sup>st</sup> Cong.]	Felix M. Montero
8. Banga ES, Tayasan II [1 <sup>st</sup> Cong.]	Irene B. Castor
9. Cambaye ES, Tayasan II [1 <sup>st</sup> Cong.]	Benjie D. Patoc
10. Dalappon ES, Tayasan II [1 <sup>st</sup> Cong.]	Anna Rose D. Burgos
11. Pinalubngan ES, Tayasan II [1 <sup>st</sup> Cong.]	Rosalinda V. Taub



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12. Tabunan ES, Tayasan II [1 <sup>st</sup> Cong.]	Derrick C. Manlangit
13. Opening of new high school at Sitio Calangag, Siaton IV [3 <sup>rd</sup> Cong.]	Marielle Timonan
14. Danao ES, Sta. Catalina II [3 <sup>rd</sup> Cong.]	Jocel M. Alivio
15. Enrique Villanueva High School, Sibulan II [2 <sup>nd</sup> Cong.]	Ben Jofil B. Diego
16. Mainit High School, Siaton I [3 <sup>rd</sup> Cong.]	Domiler G. Janguin, Jr.