



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

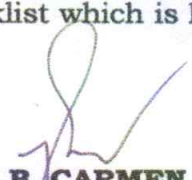
May 4, 2021

Division Memorandum ORDER
No. 206, s. 2021

**LEGAL MANAGEMENT ORIENTATION ON APPLICATION AND PROCESSING OF SPECIAL
PATENT FOR PUBLIC SCHOOL SITES AND INVENTORY OF SCHOOL SITE DOCUMENTS**

To : **District Supervisors/DICs**
School Heads
This Division

1. Pursuant to its mandate, the Department of Education aspires to improve the quality of education in the country through the provision of safe and secure learning environment and improvement of school facilities.
2. One of the priorities of the Department is the registration public school sites and the acquisition of title to protect the interest of public basic education and the properties of public schools from encroachment, usurpation, illegal occupation and adverse claims of ownership.
3. In 2017, DepEd Central Office issued Memorandum DM-LA/STO-2017-001, which requires the updating of school sites ownership documents for the updating of the Central Office database on the documents of ownership of public elementary and secondary school sites. Unfortunately, until this time, the Division has no database of our own.
4. In order to create a database on the documents of ownership of public schools and to assist the schools in securing school site title, a series of legal management orientation on the application and processing of special patents will be conducted in the months of June and July. To maintain social distancing, the legal management orientation will be conducted per cluster. The schedule per cluster and the list of participants are hereto attached as **Annex "A"** in this memorandum.
5. Schools with registered special patent and those with pending application are excluded from the list of participants.
6. Identified participants are required to accomplish the form attached as **Annex "B"**, which was previously disseminated to the field via Division Memorandum 401 series of 2020. In addition, schools covered by Presidential Proclamation are required to comply with the directives in Division Memorandum No. 201, series of 2020.
7. Finally, participants of schools that are eligible for special patent (those covered by presidential proclamation and those that are public lands) are required to comply with the first 4 items in the DENR checklist which is hereto attached as **Annex "C"**.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent