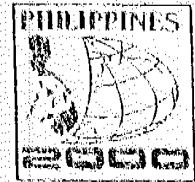




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila



September 16, 1998

*Sama-Sama
sa DECS*

DECS MEMORANDUM
No. 381, s. 1998

**DOCUMENTATION OF OWNERSHIP/CLAIM OVER SCHOOL SITES OF ALL
PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

**To: Bureau Directors
Regional Directors
Schools Superintendents
District Supervisors
Public Elementary and Secondary School Principals**

1. DECS is in the process of titling the school sites of all public elementary and secondary schools. It has been noted that the documentation of ownership/claim over the school sites are either not available at the Central Office or do not exist at the school level, notwithstanding previous memoranda on the matter like DECS Memorandum No. 83, s. 1995 and DECS Order No. 57, s. 1995.

2. In order to remedy these deficiencies, school principals are hereby directed to document the ownership/claim over their respective school sites and to submit the same to their respective district supervisors not later than October 15, 1998. The district supervisors, in turn, shall review the report for completeness and submit the same to their respective schools superintendents not later than October 31, 1998. The schools superintendents shall consolidate the reports and submit them to their respective regional directors not later than November 15, 1998. The regional directors shall submit the reports to the Office of the Secretary, Attention: Assistant Secretary Emmanuel M. Mariano, not later than November 30, 1998.

3. Inclosed is the format of the report for purposes of uniformity.

4. Immediate compliance with this Memorandum is enjoined.

Andrew B. Gonzalez
ANDREW B. GONZALEZ
Secretary

Incl.:

As stated

References: DECS Memorandum: (No. 83, s. 1995)
DECS Order: (No. 57, s. 1995)

Allotment: 1-3—(D.O. 50-97)

**To be indicated in the Perpetual Index
under the following subjects:**

**CLAIM
SCHOOLS
SEES**

Inclosure A to DECS Memo No. _____, s. 1998

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Region _____

MEMORANDUM

FOR : OFFICE OF THE ASSISTANT SECRETARY
FOR LEGAL AFFAIRS

THRU : Channels

RE : Report on the Ownership/Claim over the School Site
of _____
(Name of Public Elementary or Secondary School)

DATE : _____

X-----X

In compliance with DECS Memorandum No. _____, s. 1998, the undersigned is herewith submitting the following report:

1. Name of Public School: _____
2. Location: _____
3. DECS District: _____
4. DECS Division: _____
5. DECS Region: _____
6. Area of School Site (in sq.m) _____

[INSTRUCTION: Cross appropriate box and proceed to number indicated]

7. The school site is a:

Public Land

Declared as a reservation area (go to No. 8)
 Declared as an ancestral land (go to No. 8)

Private Land

Registered with the Register of Deeds

In the name of DECS (go to No. 9)

In the name of Private Person(s) (go to No. 10)

In the name of the Municipality/City/Province (go to No.11)

Unregistered

DECS as claimant

With Tax Declaration in the name of DECS
(go to No. 12)

Without Tax Declaration in the name of DECS
(go to No.15)

Private Person(s) as claimant

With Tax Declaration in the name of Private
Person(s) (go to No. 13)

Without Tax Declaration in the name of Private
Person(s) (go to No. 16)

Municipality/City/Province as claimant

With Tax Declaration in the name of the
Municipality/City/Province (go to No. 14)

Without Tax Declaration in the name of the
Municipality/City/Province (go to No. 17)

8. The following documents are existing concerning DECS ownership/claim over this Public Land, copies of which are herein attached:

- PTA/PTCA Resolution requesting Presidential Proclamation
- Barangay/Sangguniang Resolution requesting Presidential Proclamation
- Survey Plan of school site
- Location Map of school site
- Donation by residents of land to DECS if ancestral land
- DENR-DECS Memorandum of Agreement to transfer title/ownership to DECS

Presidential Proclamation
(go to No. 18)

9. The school site is registered in the name of DECS under OCT/TCT No. _____ of the Register of Deeds for _____, a copy of which is herein attached. (go to No. 18)

10. The school site is registered in the name of _____
(Name of Private Person(s))
under OCT/TCT No. _____ of the Register of Deeds for _____, a copy of which is herein attached. The claim of DECS is based on:

- Deed of Sale, copy herein attached
- Deed of Donation, copy herein attached
- Deed of Exchange, copy herein attached
- Oral Donation
- Prescription
- Contract of Usufruct, copy herein attached
- Contract of Lease, copy herein attached
(go to No. 18)

11. The school site is registered in the name of the Municipality/City/Province of _____ under OCT/TCT No. _____ of the Register of Deeds of _____, a copy of which is herein attached. There is:

- A Deed of Donation in favor of DECS, copy herein attached
- No Deed of Donation in favor of DECS
(go to No. 18)

12. The claim of DECS over the unregistered school site is based on Tax Declaration No. _____ in the name of DECS, copy of which is herein attached (go to No. 18).

13. The unregistered school site is claimed by _____
(Name of Private Person(s))
based on Tax Declaration No. _____, copy of which is herein attached. The claim of DECS is based on:

- Oral Donation
- Prescription
- The Tax Declaration is spurious
(go to No. 18)

14. The unregistered school site is claimed by the Municipality/City/Province of _____ based on Tax Declaration No. _____, copy herein attached. DECS has:

- A Deed of Donation in its favor, copy herein attached
 No Deed of Donation from the Municipality/City/Province
(go to No. 18)

15. The unregistered school site has no adverse claimant and has been occupied by DECS since _____ as shown by the attached document (any document proving occupancy). (go to No. 18)

16. The unregistered school site is claimed by _____
based on _____ (Name of Private Person(s))
(Basis of Claim) DECS has occupied the school site since _____ as shown by the attached document (any document proving occupancy). (go to No. 18)

17. The unregistered school site is claimed by the Municipality/City/Province of _____
based on _____ (Basis of Claim) DECS has occupied the school site since _____ as shown by the attached document (any document proving occupancy).

18. The school site has:

- Squatters on the property
 Action has been taken to eject them
 No action has been taken to eject them
 No squatters on the property
 A boundary dispute
Name of party with boundary dispute _____
 No boundary dispute

Respectfully Submitted.

Principal/Officer-in-Charge

cc:

District Supervisor
Schools Superintendent
Regional Director

Inclosure B to DECS Memo No. _____ s. 1998

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Region _____

MEMORANDUM

FOR : OFFICE OF THE ASSISTANT SECRETARY
FOR LEGAL AFFAIRS

THRU : Channels

RE : Report on the Ownership/Claim of the School Sites of
Public Elementary/Secondary Schools in the District of

(Name of District)

DATE : _____

X-----X

In compliance with DECS Memorandum No. _____, s. 1998, the undersigned District Supervisor is submitting the following report:

1. Number of Public Elementary Schools in the District:
 - a. Number which submitted their reports: _____
 - b. Number which did not submit their reports: _____
2. Number of Public Secondary Schools in the District:
 - a. Number which submitted their reports: _____
 - b. Number which did not submit their reports: _____
3. Number of school sites in Public Lands:
 - a. Number of Elementary Schools: _____
 - b. Number of Secondary Schools: _____

4. Number of school sites in Private Lands:
 - a. Number of Elementary Schools: _____
 - b. Number of Secondary Schools: _____
5. Number of school sites registered in the name of DECS: _____
6. Number of school sites registered in the name of Private Person(s) with DECS claim: _____
7. Number of school sites registered in the name of the Municipality/City/Province: _____
8. Number of unregistered school sites with no adverse claimant occupied by DECS: _____
9. Number of unregistered school sites claimed by Private Person(s): _____
10. Number of unregistered school sites claimed by the Municipality/City/Province: _____
11. Number of school sites with squatters: _____
12. Number of school sites with boundary disputes: _____

Enclosed are the reports of the principals/officers-in-charge on the matter.

Respectfully Submitted.

District Supervisor

cc:

Schools Superintendent
Regional Director

Inclosure C to DECS Memo No. _____ s. 1998

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Region _____

MEMORANDUM

FOR : OFFICE OF THE ASSISTANT SECRETARY
FOR LEGAL AFFAIRS

THRU : Channels

RE : Report on the Ownership/Claim of the School Sites of
Public Elementary/Secondary Schools in the Division of

(Name of Division)

DATE : _____

X-----X

In compliance with DECS Memorandum No. _____, s. 1998, the undersigned Schools Superintendent is submitting the following report:

1. Number of District in the Division: _____
2. Number of Public Elementary Schools in the Division:
 - a. Number which submitted their reports: _____
 - b. Number which did not submit their reports: _____
3. Number of Public Secondary Schools in the Division:
 - a. Number which submitted their reports: _____
 - b. Number which did not submit their reports: _____
4. List of Public Elementary Schools in the Division which submitted their reports which is attached as Annex "A".
5. List of Public Elementary Schools in the Division which did not submit their reports and the names of the respective principals/officers-in-charge which is attached as Annex "B".

6. List of Public Secondary Schools in the Division which submitted their reports which is attached as Annex "C".
7. List of Public Secondary Schools in the Division which did not submit their reports and the names of the respective principals/officers-in-charge which is attached as Annex "D".

Also enclosed are the reports of the District Supervisors on the matter.
Respectfully Submitted.

Schools Superintendent

cc:

Regional Director

Inclosure D to DECS Memo No. _____ s. 1998

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Region _____

MEMORANDUM

FOR : OFFICE OF THE ASSISTANT SECRETARY
FOR LEGAL AFFAIRS

THRU : Channels

RE : Report on the Ownership/Claim of the School Sites of
Public Elementary/Secondary Schools in the Region

DATE : _____

X-----X

In compliance with DECS Memorandum No. _____, s. 1998, we are herewith transmitting the Report on the Ownership/Claim of the School Sites of Public Elementary/Secondary Schools in the Region.

Out of _____ (Number of Schools) () Public Elementary Schools in the Region, _____ (Number of Schools) () Public Elementary Schools complied with DECS Memorandum No. _____, s. 1998.

Out of _____ (Number of Schools) () Public Secondary Schools in the Region, _____ (Number of Schools) () Public Secondary Schools complied with DECS Memorandum No. _____, s. 1998.

Enclosed are the reports of the Schools Superintendents on the matter.
Respectfully Submitted.

Regional Director