



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

May 13, 2025

DIVISION MEMORANDUM
NO. 303, s. 2025

**REQUEST FOR SCANNED COPY OF NON-SCHOOL PROPERTIES
DOCUMENTS**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public Secondary/Elementary School Heads
All Others Concerned

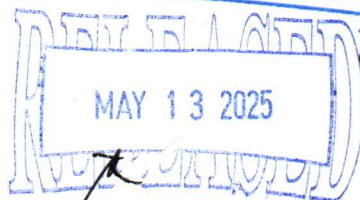
1. Anent to the enclosed Central Office Memorandum dated February 13, 2025, titled "Inventory of Non-School Properties of the Department of Education" and Regional Memorandum No. 160, s. 2025 dated May 02, 2025, titled "Submission of Scanned Copies of Non-School Property Documents". In compliance with the directive and in support of REPMO's mandate to ensure that DepEd's non-school properties are titled, documented, and protected, all Schools are respectfully requested to submit scanned copies of the following documents:

- a. Land Title (e.g. Deed of Donation, Proclamation, etc.)
- b. Land and Building Tax Declaration
- c. Survey Plan approved by the Department of Environment and Natural Resources (DENR)
- d. Site Development Plan

2. The scanned copies of these documents shall be uploaded on or before May 15, 2025, reports will be emailed to REPMO by the Office.
<https://bit.ly/SCANNEDPROPERTYDOCUMENTS>

3. Immediate and wide dissemination of this Memorandum is desired.

1. OFFICE 152374



ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

Encl.: As stated.
osds-supply-2025-05-012



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampangadeped.gov.ph
Website: www.depedpampangaph



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 160, s. 2025

SUBMISSION OF SCANNED COPIES OF NON-SCHOOL PROPERTY DOCUMENTS

To : Schools Division Superintendents
Division Engineers
Division Supply Officers
All Others Concerned

1. This Regional Office hereby forwards the letter dated April 2, 2025, from the Office of the Undersecretary for Administration – Real Estate and Property Management Office (REPMO), regarding the submission of scanned copies of non-school property documents for inventory and database consolidation.

2. This is in reference to the Central Office Memorandum dated February 13, 2025, titled "Inventory of Non-School Properties of the Department of Education," and in relation to Administrative Order No. 21, dated April 30, 2024, titled "Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands."

3. In compliance with this directive and in support of REPMO's mandate to ensure that DepEd's non-school properties are titled, documented, and protected, all Schools Division Offices are respectfully requested to submit scanned copies of the following documents:

- a. Land Title (e.g., Deed of Donation, Proclamation, etc.)
- b. Land and Building Tax Declaration
- c. Survey Plan approved by the Department of Environment and Natural Resources (DENR)
- d. Site Development Plan



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

4. The scanned copies of these documents shall be submitted on or before May 15, 2025, via email to oua.repmo@deped.gov.ph.
5. For Information and Immediate Compliance

RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: As stated

Reference: Letter from the Office of the Undersecretary for Administration – REPMO, dated April 2, 2025

AO1/asset

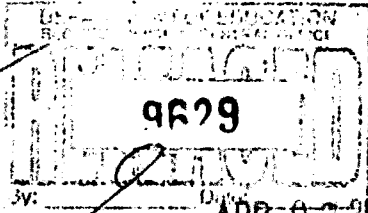
April 22, 2025

To send feedback
regarding any of
our services,
kindly scan the
QR Code.



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph/>





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Real Estate and Property Management Office

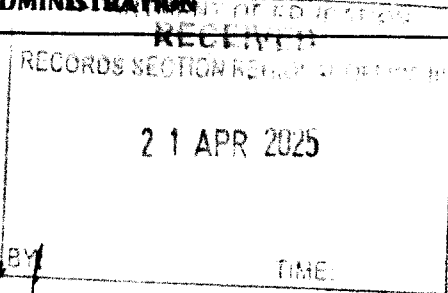
MEMORANDUM

TO: **ALL REGIONAL DIRECTORS**

FROM: **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT: **REQUEST FOR SCANNED COPY OF NON-SCHOOL PROPERTIES DOCUMENTS**

DATE: April 2, 2025



This has reference to the memorandum dated 13 February 2025 titled "*Inventory of Non-school Properties of Department of Education*" in relation to Administrative Order No. 21 (A.O. 21) dated 30 April 2024 titled "*Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands.*"

The mandate of the Real Estate and Property Management Office (REPMO) is to ensure that the non-school properties of DepEd are titled, all real estate property documents are secured, and protect the rights and interest over the properties.

In this light, this office is respectfully requesting for the submission of the scanned copy of the following documents which would form part of the REPMO inventory and database:

1. Land Title (Deed of Donation, Proclamation, etc.)
2. Land and Building Tax Declaration
3. Survey Plan Approved by DENR
4. Site Development Plan

We hope to receive the **scanned copy** of requested documents via email at oua-repmo@deped.gov.ph on April 30, 2025. We seek your utmost support and cooperation on the above request.

For further coordination, your staff may contact Mr. John Emarsen Abres at 8635-0551 or johnemarsen.abres@deped.gov.ph.

Thank you.

APR 07 2025
DARLENE JAYCE S. LONTOK
7-76



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Real Estate and Property Management Office

MEMORANDUM

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Thank you.

Amey A

REPUBLIC OF THE PHILIPPINES
INTER-AGENCY COORDINATING COUNCIL FOR THE CONSOLIDATION OF
A MASTER LIST OF ALL GOVERNMENT LANDS (A.O. 21 S. 2024)

HON. JUAN EDGARDO ANGARA
Secretary
Department of Education
DepEd Complex, Meralco Avenue, Pasig, 1600 Metro Manila

Dear Honorable Angara:

This refers to Administrative Order No. 21 (A.O. 21) entitled 'Ensuring Optimal Use of Government Lands to Support National Development Goals and Creating an Inter-Agency Coordinating Council for the Consolidation of a Master List of All Government Lands' which was signed last April 30, 2024.

As stated in the aforesaid AO, all national government agencies, including GOCCs and relevant bodies, must prepare and submit a complete inventory of their lands to the Coordinating Council through the Secretariat. Full cooperation is mandatory for the preparation of the said Master List.

The objective of this Administrative Order is to ensure the efficient and effective allocation and utilization of land resources for the country's national development goals. As part of this effort, we kindly request your agency's cooperation in providing the necessary information regarding government lands under your jurisdiction.


If your agency already maintains a database or inventory of government lands, may we advise that this be updated in preparation for the digital submission of the inventory. Currently, the digital platform for the purpose of the master list is still being finalized. In preparation for the encoding of your properties, you may use the attached inventory form.

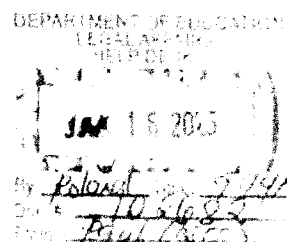
The timely submission of this information is essential to meet the objectives outlined in Administrative Order No. 21. Therefore, we kindly request that this matter be given attention within your agency.

Your prompt cooperation in this matter is highly appreciated. Should you have any questions or require clarification regarding this request, please do not hesitate to contact us through **Mr. Alex C. Pascua**, OIC Chief, Land Management Division of DENR-EMB at 0945-281-3387, (02) 8255-5485 or imd@imb.gov.ph.

Thank you.

Very truly yours,


ATTY. EMELYN V. TALABIS, CESO III
Director, Land Management Bureau
Secretariat, A.O. 21 Inter-Agency Coordinating Council (IACC)



100

$$f(x) = \frac{1}{2}x^2 - 2x + 2$$

Guide on how to fill out the form

Field Number	Information Required
1	Specify the PSGC (Philippine Standard Geographic Code) assigned to the particular property for identification purposes. It is a systematic classification and coding of geographic areas in the Philippines issued by the PSA.
2.a	Specify the name of the Region where the property is located
2.b	Specify the name of the Province where the property is located
2.c	Specify the name of the Municipality where the property is located
2.d	Specify the name of the Barangay where the property is located
2.e	Specify the number assigned to the particular property for identification purposes. Lot Number can be found in Titles, Proclamations, and Transfer Documents
3	Specify the Total area of the property in square meters. Total Area can be found in Titles, Proclamation, and Transfer Documents
4.a	Specify the Title Number and the owner which can be found in a title (OCT/TCT) and the date issued. (if applicable)
4.b	Specify the Proclamation No./ Executive Order No. which covers the property. Specify the purpose for which the property was reserved. (if applicable)
4.c	Specify the Instrument of Transfer (Deed of Sale, Deed of Donation, etc.) which covers the property. (if applicable)
5	Specify the particular classification of the property per the Comprehensive land Use Plan (CLUP) of the LGU.
6	Specify the actual use of the property.
7	Input any additional comment or observation that was not mention in the above enumerations regarding the subject property.

Amex B

[illegible]

[illegible]

