



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 22, 2025

REGIONAL MEMORANDUM

No. 373, s. 2025

To: Schools Division Superintendents
SGOD Chiefs
Division Engineers
All Others Concerned

REQUEST FOR SCANNED COPY OF NON-SCHOOL PROPERTIES DOCUMENTS

1. 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."
2. In relation to the said Memorandum, this office is requesting for the submission of the scanned copy of the following documents which would form part of the Real Estate and Property Management Office (REPMO) inventory and database:
 - a. Land Title (Deed of Donation, Proclamation, etc.)
 - b. Land and Building Tax Declaration
 - c. Survey Plan Approved by DENR
 - d. Site Development Plan
3. Deadline for the submission of scanned copy of required documents via email at oua.repmo@deped.gov.ph is **on or before April 30, 2025 (Wednesday)**.
4. For further coordination, you may contact Mr. John Emanson Abres at 8635-0551 or johnemanson.abres@deped.gov.ph.
5. Immediate dissemination and compliance of this memorandum is directed.

JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl.: As stated



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

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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 Emarson Abres at 8635-0551 or johnemarson.abres@deped.gov.ph.

Thank you.



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: **INVENTORY OF NON-SCHOOL PROPERTIES OF THE
DEPARTMENT OF EDUCATION**

DATE: February 13, 2025

This has reference to Administrative Order No. 21 (A.O. 21) 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*" which was signed last 30 April 2024.

In compliance with the directive outlined in the *Letter* dated 27 December 2024 (attached as **Annex A**) from the Department of Environment and Natural Resources-Land Management Bureau (DENR-LMB), this office has begun consolidating data related to the aforementioned AO. However, attached is the data we have gathered from the submitted National Asset Registry System (NARS) from each region, not all field offices have completely accomplished the NARS Form. Attached as **Annex B** is a copy of the consolidated but incomplete data.

In this light, we kindly request each regional office to verify the information and accomplish the missing data of non-school properties by downloading Annex B through this link: bit.ly/AO21-AnnexB-Final. Each region must consolidate the information from each Schools Division Office under its jurisdiction.

We hope to receive an advance copy of verified and accomplished Annex B via email at qua.repmo@deped.gov.ph on or before **28 February 2025**. Original signed copy shall be submitted on or before **07 March 2025**.

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

Thank you very much.

Kindly specify if the lot is owned by LGU where the field offices are situated.

Annex 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)

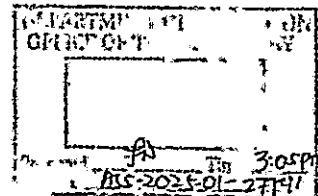


HON. JUAN EDGARDO ANGARA

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-LMB at 0945-281-3387, (02) 8255-5486 or lmd@lmb.gov.ph.

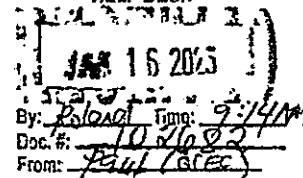
Thank you.

Very truly yours,


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



DEPARTMENT OF EDUCATION
LEGAL AFFAIRS
HELP DESK


By: Pascua Time: 9:41 AM
Doc. #: 10-16-22
From: Paul (GEC)

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LMB-PH

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by proxy

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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.

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Annex
B

[illegible]

227	Painaque City
228	Paitav City
229	Pilig City
230	Queson City
231	San Juan City
232	Tugueg-Pitaros
233	Valenzuela City