



Division Memorandum
No. 20 s.2023

13 February 2023

**FUND REQUEST FOR SURVEYING, TITLING OF SCHOOL SITES,
AND REGISTRATION OF SPECIAL PATENTS IN THE
REGISTRY OF DEEDS**

To: Assistant Schools Division Superintendent, SGOD and CID Chiefs }
Division Personnel concerned }
All School Heads } This Division

1. Pursuant to the unnumbered **MEMORANDUM** issued by the Department of Education-Legal and Legislative Affairs on February 9, 2023, the Sites Titling Office (STO) will be providing financial assistance to Schools Division Offices (SDOs) with school sites needing funds for survey and titling.
2. Thereby, schools which are untitled and are qualified for registration through Special Patents shall submit to the Division Office their requests for funds on or before March 13, 2023. The request of funds shall be supported by a Complete Staff Work. Schools may ask the assistance of the Division Legal Unit in the preparation of their fund requests and Complete Staff Work.
3. The funds to be requested shall cover the costs of titling, surveying, registration of approved Special Patents, and incidental expenses such as transportation expenses.
4. For your guidance and strict compliance.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

