



October 12, 2017

DIVISION MEMORANDUM

No. 241, s. 2017

SUBMISSION OF DOCUMENTS FOR THE REGISTRATION OF SPECIAL PATENTS ISSUED FOR YEARS 2015- 2016 TRANSMITTED WITH THE REGISTER OF DEEDS, KALIBO, AKLAN and FOR REIMBURSEMENT TO SCHOOLS WHICH ALREADY PAID THE REGISTRATION FEES OF SPECIAL PATENTS

To: **Public Schools District Supervisors
Head Teachers/Principals In-Charge of the District
School Heads of the Schools in hereto attached list marked as Annex "A"**

1. DepED- Division of Aklan requested for the amount of Php 210, 000.00 for special patents issued for years 2015 - 2016 and transmitted to the Register of Deeds (RoD), Kalibo, Aklan.
2. Out of the requested Php 210,000.00, only Php 125,000.00 was allocated and downloaded to the Division Office for the payment of registration fees of twenty-five (25) special patents with estimated fees of P5, 000.00 per special patent transmitted to the RoD.
3. However, per Memorandum dated 02 October 2017 of Atty. Alberto T. Muyot, Undersecretary for Legal Affairs, while the implementing guidelines for the utilization of said funds is still pending approval, Schools Division Offices (SDOs) are advised that the utilization of downloaded funds in our case are limited to payments of registration fees of special patents transmitted to RoD.
4. In this regard, pending approval of the implementing guidelines in Memorandum dated 02 October 2017, the schools in hereto attached list marked as **"Annex A"** which have not yet paid the registration fees are directed to **submit** all of the following documents for the registration of their special patents, as required by the RoD:
 1. Transmittal Letter (Original) from DENR
 2. Latest Tax Declaration (Certified Copy) from the Municipal Assessor
 3. Realty Tax Clearance or Certification by the Municipal Assessor or Municipal Treasurer (Original)
 4. Pending Request for Certification of Geographic Position and Grid Coordinates (GPGC) Tie Point from DENR, **if applicable**. If no pending request for Certification of GPGC was made, only the above documents from Numbers 1 to 3 shall be submitted.
5. The schools in **"Annex A" (listed schools)** must make sure that the **lot** subject of the documents in paragraph (4) of this Memorandum is the **same lot covered** by the **special patent transmitted to the RoD**.
6. Since the amount downloaded was allocated for registration of twenty-five (25) special patents, from among the schools in Annex "A" which have not yet paid the registration fees, **the first twenty-five (25) which are able to correctly comply** with this Memorandum shall be given priority in the processing of the registration. Submission to the Division Office (Receiving Area) shall start from **October 16, 2017** and deadline thereof is on **October 23, 2017 at 5 o'clock in the afternoon**. Submitted documents shall be evaluated upon the return of Atty. Villanueva from Official Travel to determine compliance to this Memorandum. The utilization of the funds for registration of the twenty -five (25) schools, however, is still subject to Memorandum dated 02 October 2017 and implementing guidelines to be issued, if any.

7. For schools in Annex "A" which already paid for the registration fees of the special patents with the RoD, the following documents must be submitted to the Accounting Office for reimbursement of the amount paid:
- a. Original Receipt issued by the RoD
 - b. Original Certification by the School Head that the Payment was not claimed in the MOOE of the school;
 - c. Photocopies of the Documents which were previously submitted to the RoD:
 - i. Transmittal Letter from DENR
 - ii. Latest Tax Declaration
 - iii. Realty Tax Clearance or Certification by the Municipal Assessor or Municipal treasurer's Office
 - iv. GPGC Certification from the DENR, if applicable.
8. RoD requires the Certification of Geographic Position and Grid Coordinates (GPGC) Tie Point from DENR for registration of special patents. The Division Office shall request/follow-up the GPGC Certification from the DENR Region VI on behalf of the listed schools in Annex "A" with priority given to the first twenty-five (25) compliant schools. The Certification Fee of P25.00 per lot to be paid to the DENR shall be charged to the Division MOOE since it is not covered by the amount downloaded from the Central Office.
9. The processing of the registration of transmitted special patents not included in the first twenty-five (25) compliant schools and schools which already paid the registration fees with the RoD shall be subject to availability of remaining downloaded funds and presence of documents as required by the RoD.
10. Attached herewith are **samples**¹ of the documents mentioned in paragraph (4) of this Memorandum for reference of the listed schools which have not yet paid their registration fees with the RoD.
11. For immediate compliance.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ

Chief Education Supervisor
School Governance and Operations Division
In-Charge of the Division

Inclosure: As stated.

Reference: FY 2017 GAA dated 12/29/16; OSEC-6-17-6778 and Memorandum of Atty. Alberto T. Muyot dated 02 October 2017.

Allotment: 1

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

SCHOOL SITES

MJV

¹ NOTE: Samples are scanned copies of documents previously submitted to the RoD by schools which already paid their Registration Fees, thus they are stamped 'Received' by the RoD. Documents to be submitted to the Division Office by schools which have not yet paid their registration fees do not need to be stamped 'Received' by the RoD.

**List of Schools with Special Patents transmitted to the Registry of Deeds
Division of Aklan**

	Region	Province	Municipality	Barangay	Name of School	Patent Number
1	REGION VI	AKLAN	Ibajay	Aquino	Aquino Elementary School	AKL-060406-0000
2	REGION VI	AKLAN	Balete	Arcangel Sur	Arcangel Sur Elementary School	AKL-060402-0001
3	REGION VI	AKLAN	Batan	Ambolong	Batan Elementary School	AKL-060404-0003
4	REGION VI	AKLAN	Lern	Carugdong	Eldarico P. Custodio Elementary School	AKL-060408-0012
5	REGION VI	AKLAN	Balete	Feliciano Balete	Feliciano Elementary School	AKL-060402-0002
6	REGION VI	AKLAN	Kalibo	Poblacion	Kalibo Integrated Special Educ. School	AKL-060407-0022
7	REGION VI	AKLAN	Ibajay	Laguinbanua	Laguinbanua Elementary School	AKL-060405-0005
8	REGION VI	AKLAN	Makato	Libang	Libang Elementary School	AKL-060411-0017
9	REGION VI	AKLAN	Makato	Poblacion	Makato Integrated School	AKL-060411-0016
10	REGION VI	AKLAN	Makato	Mantiguib	Mantiguib Elementary School	AKL-060411-0015
11	REGION VI	AKLAN	Ibajay	Nalsud	Nalsud Central School	AKL-060405-0005
12	REGION VI	AKLAN	Kalibo	Nalook	Nalook Elementary School	AKL-060407-0021
13	REGION VI	AKLAN	Kalibo	New Burwang	New Burwang Elementary School	AKL-060407-0020
14	REGION VI	AKLAN	Ibajay	Rizal	Rizal Elementary School	AKL-060406-0007
15	REGION VI	AKLAN	Madilag	San Jose	San Jose Primary School	AKL-060410-0014
16	REGION VI	AKLAN	Madilag	San Jose	San Roque Integrated School	AKL-060413-0018
17	REGION VI	AKLAN	Ibajay	Tagbaya	Tagbaya Elementary School	AKL-060405-0011
18	REGION VI	AKLAN	Madilag	Talimagaon	Talimagaon Primary School	AKL-060410-0013
19	REGION VI	AKLAN	Ibajay	Unat	Unat-Bagacay Elementary School	AKL-060406-0006
20	REGION VI	AKLAN	Buranga	El Progreso	El Progreso Elementary School	AKL-060405-0004
21	REGION VI	AKLAN	Madilag	Poblacion	Madilag National High School	AKL-060410-0045
22	REGION VI	AKLAN	Kalibo	Mobo	Mobo Elementary School	AKL-060407-0035
23	REGION VI	AKLAN	Tangalan	Tandong	Tangalan National High School	AKL-060417-0036
24	REGION VI	AKLAN	Batan	Palay	Palay Integrated School	AKL-060404-0017
25	REGION VI	AKLAN	Batan	Mambuquio	Mambuquio Elementary School	AKL-060404-0038
26	REGION VI	AKLAN	Batan	Mandong	Mandong Integrated School	AKL-060404-0039
27	REGION VI	AKLAN	Allavan	Lirayasan	Lirayasan Elementary School	AKL-060401-0040
28	REGION VI	AKLAN	Libacao	Poblacion	Libacao National Forestry Vocational HS	AKL-060409-0041
29	REGION VI	AKLAN	Banga	Muguing	Muguing Elementary School	AKL-060403-0042
30	REGION VI	AKLAN	Nabos	Buenavista	Buenavista Elementary School	AKL-060414-0043
31	REGION VI	AKLAN	Balete	Fulgencio	Fulgencio Sur Elementary School	AKL-060402-0031
32	REGION VI	AKLAN	Balete	Fulgencio	Fulgencio Sur Elementary School	AKL-060402-0032
33	REGION VI	AKLAN	Tangalan	Poblacion	Tangalan Elementary School	AKL-060417-0033
34	REGION VI	AKLAN	Kalibo	Poblacion	Kalibo Pilot Elementary School	AKL-060407-0034
35	REGION VI	AKLAN	Banga	San Isidro	San Isidro Primary School	AKL-060403-0026
36	REGION VI	AKLAN	Banga	San Isidro	San Isidro Primary School	AKL-060403-0027
37	REGION VI	AKLAN	Banga	Poblacion	Banga Elementary School	AKL-060403-0028
38	REGION VI	AKLAN	Banga	Poblacion	Banga Elementary School	AKL-060403-0029
39	REGION VI	AKLAN	Banga	Venturanza	Don Filomeno S. Venturanza Elementary School	AKL-060403-0030
40	REGION VI	AKLAN	Batan	Lalab	Lalab Elementary School	AKL-060404-0025
41	REGION VI	AKLAN	Banga	Sigay	Sigay Elementary School	AKL-060403-0023
42	REGION VI	AKLAN	Nabos	Union	Union National High School	AKL-060414-0024
43	REGION VI	AKLAN	Nabos	Gibon	Gibon Elementary School	AKL-060414-0019
44	REGION VI	AKLAN	Ibajay	San Isidro	San Isidro Elementary School	AKL-060406-0010
45	REGION VI	AKLAN	Ibajay	Buenavista	Buenavista Primary School	AKL-060408-0008

Sample Transmittal
Letter from DENR




Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Bios Site, Kalibo, Aklan
Tel No. 2684102

**ORDER: ISSUANCE OF
SCHOOL SITE SPECIAL PATENT**

It appearing that in the investigation conducted by the land Investigator/Inspector whose report was duly submitted and the records of the request duly endorsed by the Technical Services Division, it has been ascertained that the request of SAN ROQUE INTEGRATED SCHOOL over a parcel of Alienable and disposable land situated at San Roque Malinao, Aklan under Special Entry No. ~~SP-001-2014-001~~ has all the necessary prerequisites as mandated by R.A. 10023 for the grant of a school site Special Patent and that the notices has been posted, and that no other person or entity has proved a better right to the land subject of the request. It is **HEREBY ORDERED** that the Special Patent be prepared and issued to the school.

AKL 060413-0018

DET. 03 2015


IVENE D. REYES
Provincial Environment and
Natural Resources Officer



Sample latest Tax Declaration

John

10/25/2014





Republic of the Philippines
Province of Aklan
Municipality of Bagay

Sample Certification
from Municipal
Assessor

MUNICIPAL ASSESSOR'S OFFICE

March 16, 2016

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that as per verification of our real property assessment records, ARP 05-013-0134 Bureau of 2006 declared in the name of Bureau of Public School located at Brgy. Buenavista, Bagay, Aklan, with an area of 3,573 sqm. designated as Lot 1485 is tax exempt. That the said ARP No. is the latest issuance.

This certification is issued upon request of Mrs. Leah V. Francisco Head Teacher III/Cluster Head for whatever legal purpose it may serve best.

ELIEZER L. SEVILLA
MCR/DIC, Municipal Assessor

OR No. S140209
Amount Paid P 30.00
Date March 16, 2016
Verified by *[Signature]*



Sample Certification for GP&C Request



DepED
Department of Education

Region VI - Western Visayas
Division Office - Marikina
District of Marikina



BOARD FOR TECHNICAL
SERVICES AND
RECORDS SECTION

RECEIVED
JUN 21 2017
MARILYN

SAN ROQUE INTEGRATED SCHOOL

San Roque, Marikina, Alifan

21 June 2017

The Chief
Office of the Survey and Mapping Division
Amintara Regional Technical Office, Marikina City
Region VI - Western Visayas
San Roque Street, Duran, Marikina City

Sir:

I have the honor to request that your good office the Geographic Position and Grid Coordinates of Lot No. 7290, Fls 103-4-D, Marikina Cadastre, situated in Brgy. San Roque, Marikina, Alifan.

The Office is requesting your assistance for the requirements in obtaining a Special Patent for the Original Certificate of Land Title of San Roque Integrated School, San Roque, Marikina, Alifan.

I hope for your favorable action regarding this matter.

Truly yours,


Dr. RHEA HILDA T. FELICIANO
School Principal I