



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 12, 2025

DIVISION MEMORANDUM



No. 063, s. 2025

INVENTORY ON THE STATUS OF SCHOOL SITES, APPLICATION FOR TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS IN THE REGISTRY OF DEEDS

**To: Officer-In-Charge,
Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Principals/Head teacher In-Charge of the District
Heads of Public and Private Elementary, Secondary,
and Integrated Schools
All Others Concerned**

1. In compliance with the directives of the Department of Environment and Natural Resources – Land Management Bureau regarding Administrative Order No. 21 dated April 30, 2024, ALL Public Elementary, Secondary, and Integrated Schools, through their School Heads or School Site Coordinators are hereby directed to answer a survey through Google Forms for an updated inventory of public elementary, secondary, and integrated school sites that require survey and titling, including school sites with approved Special Patents that were already transmitted to the Register of Deeds for registration.
2. The Google Form may be accessed through this link:
<https://forms.gle/Gj3bsYHxEKnSVLPW9>
3. The deadline of filling out the Google Form is on **February 21, 2025**.
4. The immediate dissemination and strict compliance with this Memorandum are directed.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


ROLAND F. DEMOCRITO
Administrative Officer V
General Services
In-Charge of the Division 

Enclosure: none

Reference: as stated

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

LJRD

SITES

SURVEY

