



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

April 24, 2025

DIVISION MEMORANDUM

No. 220, s. 2025

DOCUMENTARY REQUIREMENTS PERTAINING TO SCHOOL SITES

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. Attached herein is **Regional Memorandum No. 360, s. 2025** from Dr. Ramir B. Uytico, CESO III, Regional Director, Department of Education Regional Office VI – Western Visayas, Duran Street, Iloilo City, dated April 15, 2025 and received by this Office on April 16, 2025.
2. Relative thereto, you may find the checklist of documentary requirements for the acquisition and titling of public school sites, for your information and reference.
3. The immediate dissemination and strict compliance with this Memorandum are directed.


Dr. FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent

Enclosure: as stated

Reference: Act No. 496 as amended "The Land Registration Act"
PD 1529 as amended "Property Registration Decree"
Civil Code of the Philippines
LRA Circulars

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

DONATION
REQUIREMENTS
SITES
USUFRUCT



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

APR 15 2025

REGIONAL MEMORANDUM
No. 360, s. 2025

DOCUMENTARY REQUIREMENTS PERTAINING TO SCHOOL SITES

To: Schools Division Superintendents
Division Legal Officers
All Others Concerned

1. The 1st Quarter Regional Legal Affairs Strand Coordination Meeting (RLASCOM) for CY 2025 was conducted by the Legal Unit, this Office on March 12-14, 2025.
2. One of the items discussed was the documentary requirements to support the request for a Special Power of Attorney pertaining to deeds involving public school sites.
3. Relative thereto, attached are the checklists of the documentary requirements for the acquisition and titling of public school sites, for information and reference.
4. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encls.: As stated.

References: Act No. 496 as amended "The Land Registration Act"
PD 1529 as amended "Property Registration Decree"
Civil Code of the Philippines
LRA Circulars

To be indicated in the Perpetual Index
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EAC/Memorandum
DepEdRO6-LU-MISC-2025-049/April 11, 2025



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

DOCUMENTARY REQUIREMENTS ON REQUEST FOR A SPECIAL POWER OF ATTORNEY TO SIGN THE
DEED OF DONATION PERTAINING TO SCHOOL SITE (Donor: LGU)

CHECKLIST

1. Letter request, signed by the concerned Schools Division Superintendent; -----
2. *Draft Deed of Donation using the uniform recitals for the parties as adopted in the legal review of Contracts and Memoranda of Agreement (MOA) for the DepEd; Please see sample below) -----
3. Special Power of Attorney (SPA) with specimen signature of the Attorney-in-Fact-----
4. In case there is already a duly-executed Deed of Donation, draft of Deed of Acceptance;
5. Tax Declaration; -----
6. Sangguniang Bayan (S.B.) Resolution authorizing the Municipal Mayor to sign the Deed of Donation in favor of the school under the Department of Education Regional Office VI;-----
7. School Site History of Possession, when applicable; -----
8. Certified true copy of the Original or Transfer Certificate of Title (or any other proof of ownership; -----
9. Sketch Plan/Latest approved Survey Plan and Technical Description from the Department of Environment and Natural Resources (DENR)-Soils and Mines Division (SMD); and -----
10. Certification that said lot has no pending case in the Court exercising jurisdiction over the same, when applicable. -----

Present

Absent

*The Department of Education, a government entity mandated by laws particularly the 1987 Administrative Code (EO 292), Batas Pambansa Blg. 232, otherwise known as the "Education Act of 1982," as amended by RA No. 9155 otherwise known as the "Governance of Basic Education Act of 2001," represented herein by the Schools Division Superintendent of the DepEd Division of _____, Ms./Mr. _____, with office address at _____; hereinafter referred to as the DONEE;

Remarks:

- ☐ Complete Documents
☐ Incomplete Documents
☐ Others

SIGNATURE OVER PRINTED NAME



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

DOCUMENTARY REQUIREMENTS ON REQUEST FOR A SPECIAL POWER OF ATTY. TO SIGN THE
DEED OF DONATION PERTAINING TO SCHOOL SITE (DONOR-PRIVATE PERSON)

CHECKLIST

	Present	Absent
1. Letter request, signed by the concerned Schools Division Superintendent; -----	<input type="checkbox"/>	<input type="checkbox"/>
2. *Draft Deed of Donation using the uniform recitals for the parties as adopted in the legal review of Contracts and Memoranda of Agreement (MOA) for the DepEd; Please see sample below -----	<input type="checkbox"/>	<input type="checkbox"/>
3. Special Power of Attorney (SPA), with specimen signature of the Attorney-in-Fact;-----	<input type="checkbox"/>	<input type="checkbox"/>
4. Tax Declaration; -----	<input type="checkbox"/>	<input type="checkbox"/>
5. Certified true copy of the Original or Transfer Certificate of Title (or any other proof of ownership of the owner); -----	<input type="checkbox"/>	<input type="checkbox"/>
6. Sketch Plan/Latest approved Survey Plan and Technical Description from the Department of Environment and Natural Resources (DENR)-Soils and Mines Division (SMD); -----	<input type="checkbox"/>	<input type="checkbox"/>
7. If the donor is a corporation, the duly notarized Secretary's Certificate as to authority to execute the Deed of Donation with DepEd; and-----	<input type="checkbox"/>	<input type="checkbox"/>
8. Tax Clearance. -----	<input type="checkbox"/>	<input type="checkbox"/>

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Remarks:

- ☐ Complete Documents
☐ Incomplete Documents
☐ Others

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DOCUMENTARY REQUIREMENTS ON REQUEST FOR A SPECIAL POWER OF ATTORNEY
TO SIGN THE CONTRACT OF USUFRUCT ON SCHOOL SITES
IN FAVOR OF THE DEPARTMENT OF EDUCATION

CHECKLIST

	Present	Absent
1. Letter request, signed by the concerned Schools Division Superintendent; -----	<input type="checkbox"/>	<input type="checkbox"/>
2. Draft Contract of Usufruct (Recital of Parties portion to conform with the uniform recitals for the parties in the legal review of Contracts and MOAs for the Department of Education in the following manner:);	<input type="checkbox"/>	<input type="checkbox"/>
The DEPARTMENT OF EDUCATION, a government entity mandated by laws particularly the 1987 Administrative Code (EO 292), Batas Pambansa Blg. 232, otherwise known as the "Education Act of 1982," as amended by RA No. 9155 otherwise known as the "Governance of Basic Education Act of 2001," represented herein by the Schools Division Superintendent of the DepEd Division of _____, Ms./Mr. _____, with office address at _____; hereinafter referred to as the Usufructuary.		
3. Special Power of Attorney (SPA) with specimen signature of the Attorney-in-Fact; -----	<input type="checkbox"/>	<input type="checkbox"/>
4. In case the property owner is a corporation, the duly notarized Secretary's Certificate as to authority to execute the Deed of Donation with DepEd; - -----	<input type="checkbox"/>	<input type="checkbox"/>
5. If the property owner is the Local Government Unit (LGU), Sangguniang Bayan Resolution (SB) which authorizes the Municipal Mayor to enter into a Contract of Usufruct with the Department of Education in favor of a certain school within their locality; -----	<input type="checkbox"/>	<input type="checkbox"/>
6. Tax Declaration; -----	<input type="checkbox"/>	<input type="checkbox"/>
7. Certified true copy of the Original or Transfer Certificate of Title (or any other proof of ownership of the owner); and -----	<input type="checkbox"/>	<input type="checkbox"/>
8. Other documents as may be deemed necessary to support the Contract of Usufruct.	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

- ☐ Complete Documents
☐ Incomplete Documents
☐ Others

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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF TITLE
FOR REGISTERED LANDS
(Mode of Acquisition: DONATION)

CHECKLIST

Present	Absent
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

1. Deed of Donation; -----
2. BIR Certificate Authorizing Registration (CAR) or Tax Clearance Certificate; -----
3. Owner's duplicate copy of Certificate of Title; -----
4. Realty Tax Clearance; -----
5. Certified true copy of the Tax Declaration; -----
6. Transfer Tax Receipt or Transfer Tax Clearance; and-----
7. Court Order, if donation is by virtue of a Last Will and Testament. -----

Remarks:

- ☐ Complete Documents
☐ Incomplete Documents
☐ Others

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**DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF TITLE
 FOR REGISTERED LANDS
 (Mode of Acquisition: SALE)**

CHECKLIST	Present	Absent
1. Deed of Absolute Sale; -----	<input type="checkbox"/>	<input type="checkbox"/>
2. BIR Certificate Authorizing Registration (CAR) or Tax Clearance Certificate; -----	<input type="checkbox"/>	<input type="checkbox"/>
3. Owner's duplicate copy of Certificate of Title; -----	<input type="checkbox"/>	<input type="checkbox"/>
4. Realty Tax Clearance; -----	<input type="checkbox"/>	<input type="checkbox"/>
5. Certified true copy of the Tax Declaration; -----	<input type="checkbox"/>	<input type="checkbox"/>
6. Transfer Tax Receipt or Transfer Tax Clearance; and-----	<input type="checkbox"/>	<input type="checkbox"/>
7. DAR clearance, in case of agricultural land. -----	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

- ☐ Complete Documents
☐ Incomplete Documents
☐ Others

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REGION VI – WESTERN VISAYAS

DOCUMENTARY REQUIREMENTS FOR
ANNOTATION OF USUFRUCT

CHECKLIST

	Present	Absent
1. Deed of Usufruct; -----	<input type="checkbox"/>	<input type="checkbox"/>
2. Owner's duplicate copy of Certificate of Title; -----	<input type="checkbox"/>	<input type="checkbox"/>
3. Realty Tax Clearance; and-----	<input type="checkbox"/>	<input type="checkbox"/>
4. Certified true copy of the Tax Declaration. -----	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

- ☐ Complete Documents
☐ Incomplete Documents
☐ Others

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DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF CERTIFICATE
OF TITLE FOR UNREGISTERED LANDS
(Mode of Acquisition: DONATION)

CHECKLIST

Present Absent

- | | | |
|---|--------------------------|--------------------------|
| 1. Deed of Donation; ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. BIR Certificate Authorizing Registration (CAR) or Tax Clearance Certificate; ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Realty Tax Clearance; ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Certified true copy of the Tax Declaration; ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Transfer Tax Receipt or Transfer Tax Clearance; and----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Court Order, if donation is by virtue of a Last Will and Testament. ----- | <input type="checkbox"/> | <input type="checkbox"/> |

Remarks:

- ☐ Complete Documents
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☐ Others

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DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF CERTIFICATE
OF TITLE FOR UNREGISTERED LANDS
(Mode of Acquisition: SALE)

CHECKLIST

Present Absent

- | | | |
|---|--------------------------|--------------------------|
| 1. Deed of Absolute Sale; ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. BIR Certificate Authorizing Registration (CAR) or Tax Clearance Certificate----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Realty Tax Clearance;----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Certified true copy of the Tax Declaration; ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Transfer Tax Receipt or Transfer Tax Clearance; and----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. DAR Clearance, in case of agricultural land. ----- | <input type="checkbox"/> | <input type="checkbox"/> |

Remarks:

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DOCUMENTARY REQUIREMENTS FOR ANNOTATION OF USUFRUCT
ON UNREGISTERED LAND

CHECKLIST:

1. Deed of Usufruct; -----
2. Realty Tax Clearance; and-----
3. Certified true copy of the Tax Declaration. -----

Present

Absent

☐☐☐☐☐☐

Remarks:

- ☐ Complete Documents
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