



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2025-0047

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, CID  
Chief, Education Program Supervisor, SGOD  
Education Program Supervisors, CID  
Education Program Supervisor, SGOD  
Public Schools District Supervisors  
All Public School Heads, Elementary, Integrated, and Secondary Schools

Subject: **SUBMISSION OF SCHOOL SITE TITLING BUDGET PROPOSAL FOR 2025**

Date: February 07, 2025

1. In line with the memorandum from the Office of the Undersecretary for Legal and Legislative Affairs relative to the Submission of Request for Funds for Survey, Titling of School Sites, and Registration of Special Patents transmitted to Registry of Deeds, all the **SCHOOL HEADS** of sites without ownership titles are required to submit a **budget proposal for 2025** utilizing the herein template in order to process their school site ownership titles.
2. Prior to preparation and submission of the budget proposal, school heads are directed to undertake the following:
  - a. Consult with the Registry of Deeds to determine the necessary requirements and estimated costs for transferring titles, which will form the basis of the funding request;
  - b. Coordinate with the Department of Environment and Natural Resources – Community Environment and Natural Resources Office (DENR-CENRO) to confirm the requirements and costs for conducting surveys.
3. The deadline for submission is on February 21, 2025, 12:00 noon. Please submit directly your budget proposal to **Mr. Norhan C. Jalmaani**, at SGOD Office.
4. In adherence to all policies, everyone is encouraged to continuously support and value Equal Opportunity Principle (EOP) within the Department.
5. Immediate dissemination of and compliance with this memorandum is desired.



**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

**JANETTE G. VELOSO, CESO VI**  
Assistant Schools Division Superintendent

SGOD/ncj  
Enclosure: As stated.  
FN: School Site Titling Budget Proposal



Address: Mankilam, Tagum City, Davao del Norte  
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**SCHOOL SITE TITLING BUDGET PROPOSAL FOR 2025**

School Name:  
School ID:  
School Address:  
School Head:  
Contact Number:  
Email Address:

**I. Basic Information**

School	Lot Information (Lot Number)	Land Area	Ownership Documents (Deed of Sale, Donation)

**II. Budget Estimate and Utilization Plan**

Item/Expense	Description	Estimated Cost (PHP)	Timeline (Month/Quarter)	Remarks
Land Survey Fees	Fees for conducting a survey and mapping of the school site.			
Legal Fees	Payment for legal services, including document processing and notarization.			
Administrative Fees	Processing fees for government agencies (e.g., DENR, Registry of Deeds, LGU permits).			
Documentation Expenses	Reproduction of required documents, certifications, and other paperwork.			
Miscellaneous Expenses	Other necessary costs related to the titling process.			
<b>TOTAL BUDGET</b>	<b>(Sum of all expenses)</b>			



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**III. Implementation Timeline**

Activity	Responsible Person/ Agency	Expected Completion Date	Remarks
Acquisition of the required documents.			
Land Survey and Mapping			
Legal Processing			
Payment of Fees and Expenses			
Issuance of Land Title			

**Prepared:**

**NAME OF THE SCHOOL HEAD**  
School Head





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**Instructions for the preparation of the BUDGET PROPOSAL:**

- **Eligibility:** Only School Heads of schools without a registered land title should prepare and submit the budget proposal.
- **Submission:** The completed proposal must be submitted to the Division Office for evaluation and inclusion in the Division Budget Proposal. Kindly submit directly to **Mr. Norhan C. Jalmaani**, Division School Site Titling Focal Person.
- **Budget Utilization:** The proposed budget should be fully utilized within the 2025 fiscal year. Ensure that all planned expenses align with the necessary requirements for securing the school's land title.
- **Content of the Proposal:** The proposal should include:
  - Justification for the budget request
  - Estimated costs for processing and documentation
  - Timeline for the completion of titling activities
  - Breakdown of expected expenditures (e.g., survey fees, legal fees, administrative costs)
- **Compliance:** All submissions must adhere to government financial regulations and procurement policies.
- **Deadline:** Proposals should be submitted on or before **FEBRUARY 21, 2025**.
- **Attachments:** Attach a photocopy of all your ownership documents (Deed of Sale, Deed of Donation, Proclamation, etc.)