



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 84, s.2025

**SUBMISSION OF ACCOMPLISHED COMPLETED STAFF WORK REPORT FOR SCHOOL TITLING FUND REQUEST**

To: Office of the Assistant Schools Division Superintendent  
 SGOD Chief  
 All Concerned School Heads

- Pursuant to Memorandum OULLA-2025-203, the Office of the Undersecretary for Legal (OULLA) and Legislative Affairs and the Sites Titling Office (STO) will allocate funding to support schools in securing absolute ownership of public school sites.
- To facilitate this, the following schools are requested to prepare a Completed Staff Work Report (CSWR) using herein attached form as "Enclosure A". All CSW shall be submitted on or before **February 27, 2025**.

School Name	Land Area (sq. m.)
1. Burgos East Memorial School (Burgos Mem. School East)	1,976
2. Cabaruan-Cabalangegan Elementary School	13,234
3. Camangaan Elementary School	9,221
4. Capangpangan Elementary School	1,940
5. Rugsuanan-Puroc Elementary School	4,283
6. Mindoro Elementary School	5,789
7. San Julian Elementary School	5,391
8. Tamag Elementary School	29,976

4. For compliance.



**VILMA D. EDA, CESO V**  
 Schools Division Superintendent





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"Enclosure A"

**TITLING OF THE SCHOOL SITE OF  
 [NAME OF SCHOOL]**

**I. Background**

[Name of school] is located at \_\_\_\_\_, covering a total land area of \_\_\_\_\_. It is currently covered by a Tax Declaration in the name of \_\_\_\_\_, with Tax Declaration Number \_\_\_\_\_, of the [Municipality where the school is located], hereto attached as Annex "A".

The said parcel of land where the school stands was conveyed to the school by way of a [indicate the deed of conveyance, i.e. donation, sale, etc.], hereto attached as Annex "B".

Hence, this request for funding for the titling of the school site.

**II. Expenses**

The following are the estimate of expenses needed for the titling:

Expense	Amount	Basis
Survey		Quotation from: [insert quotations from Land Surveying Services]
Titling/Transfer of Title		[examples: notarization, etc.]
Registration of Approved Special Patent		
Incidental Expenses		
<b>Total:</b>		

**III. Timeline**

The following is the expected timeline for the accomplishment of the said task:

Activity	Proposed/Tentative Dates
Survey	
Preparation of Requirements	
Submission of Requirements to the DENR	
Submission of Requirements to the Register of Deeds	



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
 Telephone No: (077) 722-20-23 / (077) 632-05-33  
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**IV. Undertaking**

The School undertakes to accomplish the said tasks and utilize the funds solely for titling purposes within the funding period.

**[SCHOOL HEAD]**

Reviewed:

**CHERRY JOY D. GARMA**  
Legal Designate

Approved:

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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