2611-3005

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

Office of the Schools Division Superintendent

24 NOV 2026

DIVISION MEMORANDUM
No. 1050, s. 2026

AUTHORIZATION OF SCHOOL HEADS IN THE APPLICATION OF SPECIAL PATENTS OVER UNTITLED SCHOOL SITES UNDER THE ADMINISTRATION OF THE DEPARTMENT OF EDUCATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
Public School Heads

1. For the information and guidance of all concerned, attached is Memorandum **OULLA-2026-3236** dated November 23, 2026, regarding the *Authorization of School Heads in the Application of Special Patents Over Untitled School Sites Under the Administration of the Department of Education.*

2. Pursuant to DENR Administrative Order No. 2015-01, this Office reiterates that all school heads are authorized to process, transact, and sign the prescribed Application Forms for Special Patents ("SP") covering their respective untitled school sites.

3. In line with the DepEd-DENR Memorandum of Agreement 4 ("MOA 4"), all concerned school heads and division personnel are directed to submit all required documents on time and coordinate closely with the concerned DENR Offices to speed up the titling of school sites.

4. Immediate dissemination of and strict compliance with this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
24 NOV 2026
RELEASED

Legal/CJP/KRT

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DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR LEGAL AND LEGISLATIVE AFFAIRS
NOV 19 2026
By: ALYSA U Time: 12:00 NN
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From: STO GLEN

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

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DEPARTMENT OF EDUCATION
LEGAL AND LEGISLATIVE AFFAIRS
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By: ARCHIVIZA S. RAYMUNDO Time: 04:21 PM
Doc. No.: 118125
From: OULLA-TODELY

MEMORANDUM
OULLA-2026- 0236

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **ATTY. FIDEMON RAY L. JAVIER**
Undersecretary for Legal and Legislative Affairs

ATTY. SAIRAH P. MACATAMAN
Attorney V
Officer-in-Charge, Sites Titling Office

SUBJECT : **AUTHORIZATION OF SCHOOL HEADS IN THE APPLICATION OF SPECIAL PATENTS OVER UNTITLED SCHOOL SITES UNDER THE ADMINISTRATION OF THE DEPARTMENT OF EDUCATION**

DATE : NOV 23 2026

This pertains to the Department of Education ("DepEd")'s initiative to expedite the titling of public schools through the application for issuance of Special Patents ("SP") and/or Presidential Proclamations ("PP") over untitled school sites under the administration of DepEd.

Section 5 (A)(1) of the Department of Environment and Natural Resources ("DENR") Administrative Order No. 2015-01, otherwise known as the "*Guidelines for the Processing and Issuance of Special Patents for Public School Sites Under Republic Act No. 10023*," provides that a written request by the Schools Division Superintendent or any authorized official from the DepEd Central Office is one of the requirements for the issuance of an SP.

In view of the foregoing, all school heads are hereby authorized to facilitate, process, and transact applications for SP for their respective school sites, including the signing of the prescribed Application Form.

Further, in line with the ongoing implementation of Memorandum of Agreement 4 ("MOA 4") between DepEd and DENR for the issuance of SP and/or PP, all Schools Division Offices covered by the MOA 4 are directed to: (1) ensure the timely submission of all necessary documentary requirements for the processing of applications for SP and/or PP; and (2) strengthen coordination with the concerned DENR Offices to expedite the processing of the applications and the titling of the school sites.

For strict compliance.

Copy furnished:

LAND MANAGEMENT BUREAU
Department of Environment and Natural Resources
880 Estuar Building, Quezon Avenue, Brgy. Paligsahan
Quezon City

Doc No. 118125
STO20

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026- 0236

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SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

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Undersecretary for Legal and Legislative Affairs

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