



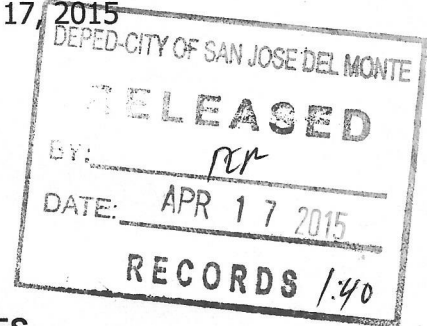
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



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April 17, 2015

**Division Letter**  
**No. 12 s.2015**

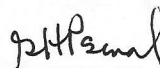



To: **SCHOOL HEADS**  
**Bagong Buhay F ES**  
**Gumaok ES**  
**San Rafael BBH ES**  
**Sta. Cruz BBD ES**  
**Graceville ES**  
**Benito Nieto ES**

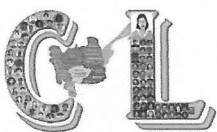
**Ricafort ES**  
**San Martin BBC ES**  
**Paradise Farms NHS**  
**Minuyan NHS**  
**Sapang Palay NHS**

Per DepEd Memorandum No. 31, s. 2015 re: *DepEd Requirements for the Issuance of School Site Special Patent in Accordance with the Department of Environment and Natural Resources (DENR) Administrative Order No. 2015-01 (Guidelines for the Processing and Issuance of Special Patents for Public School Sites Under Republic Act (RA) No. 10023)*, deadline of submission of required documents is on or before April 23, 2015 to Division Engineer Isaac Jay Salinas, at the Division Supply Unit.

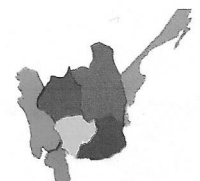
Full cooperation of all concerned is hereby enjoined.

  
**GERMELINA H. PASCUAL**  
Schools Division Superintendent 

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*“Collaborating with our Leaders, Caring for our Learners”*





Republic of the Philippines  
**Department of Education**

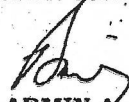
07 APR 2015

DepEd MEMORANDUM  
No. 31 s. 2015

**DEPED REQUIREMENTS FOR THE ISSUANCE OF SCHOOL SITE SPECIAL PATENT  
IN ACCORDANCE WITH THE DEPARTMENT OF ENVIRONMENT AND NATURAL  
RESOURCES (DENR) ADMINISTRATIVE ORDER NO. 2015-01  
(Guidelines for the Processing and Issuance of Special Patents  
for Public School Sites Under Republic Act (R.A.) No. 10023)**

To: Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to Section 4 of Republic Act (RA) No. 10023 also known as *An Act Authorizing the Issuance of Free Patents to Residential Lands*, the Department of Environment and Natural Resources (DENR) issued Administrative Order No. 2015-01 dated March 4, 2015 entitled **Guidelines for the Processing and Issuance of Special Patents for Public School Sites Under Republic Act (RA) No. 10023**.
2. In connection with the issuance of the guidelines and pursuant to the third Memorandum of Agreement (MOA) between the Department of Education (DepEd) and DENR, DepEd shall provide the DENR with the list of 15,000 school sites which may qualify for the issuance of Special Patents for School Sites and educational purposes.
2. In compliance with the guidelines and the MOA, the heads of public elementary and secondary schools whose schools are included in the DepEd School List are directed to prepare and submit the following requirements to their respective schools division offices (SDOs) seven days from the receipt of this Memorandum:
  - a. Accomplished Request Form of the Schools Division Superintendent (SDS) or Authorized Official from the DepEd Central Office for the issuance of Special Patent;
  - b. Historical background of possession or occupation;
  - c. Recent photographs showing the panoramic view of the area, as well as adjacent areas, vicinity improvements introduced, buildings, landmarks, identifying features, settlements, if any; and
  - d. Certification of no pending land registration case application over the proposed area issued by the Regional Trial Court (RTC) or Land Registration Authority (LRA) having jurisdiction over the land.
4. The SDOs are directed to submit certified true copies of the requirements to the National Task Force on School Site Titling, Ground Floor, Room 110, Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City within seven days from the receipt of the requirements from the schools concerned.
5. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

List of School Sites with Tax Declaration in the name of DepEd of the Republic of the Philippines  
as of February 2015

Reg.3 - Elementary Education

SN	ID Reg	ID Sch. Div.	ID Sch. Dist.	SCHOOLS DIVISION	NAME OF SCHOOL	MUNICIPALITY	(m2) Land Area
19	03	010	004	San Jose Del Monte	Bagong Buhay F ES	San Jose Del Monte	10,500
20	03	010	004	San Jose Del Monte	Gumaok ES	San Jose Del Monte	2,499
21	03	010	004	San Jose Del Monte	San Rafael BBH ES	San Jose Del Monte	9,554
22	03	010	004	San Jose Del Monte	Sta Cruz BBD ES	San Jose Del Monte	13,531
23	03	010	004	San Jose Del Monte	Graceville ES	San Jose Del Monte	7,500
24	03	010	004	San Jose Del Monte	Benito nieta ES	San Jose Del Monte	2,827
25	03	010	004	San Jose Del Monte	Ricaport ES	San Jose Del Monte	
26	03	010	004	San Jose Del Monte	San Martin BBC ES	San Jose Del Monte	24,367

List of School Sites with Tax Declaration in the name of DepEd of the Republic of the Philippines  
as of February 2015

Reg.3 - Secondary Education

SN	Reg ID	Sch. Div. ID	Sch. Dist. ID	SCHOOLS DIVISION	NAME OF SCHOOL	MUNICIPALITY	Land Area (m2)
33	03	004	000	San Jose Del Monte	Paradise NHS	San Jose Del Monte	11,549
34	03	004	000	San Jose Del Monte	Golden Ville	San Jose Del Monte	3,000
35	03	004	000	San Jose Del Monte	Sapang Palay NHS	San Jose Del Monte	68,301