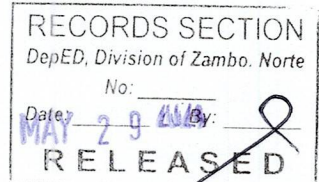




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



May 29, 2024

Division Memorandum
No. 293, s. 2024

**SECURE CERTIFICATE OF TITLE OF OWNERSHIP / GRATUITOUS SPECIAL
LAND USE PERMIT FOR ALL SCHOOLS UNDER TIMBERLAND /
FOREST LAND CLASSIFICATION**

**To: Elementary/ Secondary School Heads
Public Schools District Supervisors**

1. WHEREAS, Department Order No. 18, s. 2023 "Revised Multi-year Guidelines on the Allocation, Receipt, Utilization, Monitoring, and Reporting of the Basic Education Facilities Fund (BEFF), the school to be prioritized must have a valid site ownership document in the name of the department;
2. WHEREAS, DepEd is strictly implementing Department Order No. 36 s. 2022 "Protocols And Guidelines On The Submission, Receipt, And Processing Of Requests Related To The School Building Program" where it emphasized that a site ownership document is a vital requirement;
3. WHEREAS, the school site is vulnerable to unnecessary attacks on claimants for imperfect title of ownership;
4. WHEREAS, the End-of-the-School Year period is fast approaching, it is the best time to comply with school site ownership processing;
5. Therefore, all schools all schools under **Forest Land or Timberland** classification are mandated to:
 - 5.1. Secure **Gratuitous Special Use Permit (GSUP)** under **DENR Administrative Order No. 2022-01** dated 11 January 2022 c/o local CENR Office;
 - 5.2. Renew its application if expired;
 - 5.3. Apply for a Presidential Proclamation covered under Memorandum Circular No. 72 dated 15 November 2019 for permanent ownership before the expiry of GSUP;
 - 5.4. Secure updated Tax Declaration in your Municipal Assessor indicating the name of the school and must reflect the "school site" on its usage;
6. Certificate of Titles must be submitted to the division office 5 days after issuance of such permit. All schools must have a certificate of Title of ownership before the opening of Class 2024-25. There is no reason why you cannot secure ownership titles.




Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
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7. For inquiries, you may visit the local CENRO and/or Division Legal Office c/o 091762476931 / rey.janolino@deped.gov.ph. This order takes effect immediately upon the release of this order.
8. For strict compliance.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent 

Legal/rpj
05292024



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