Good pm.

Attached herewith is the school site data form for posting on our website.

This Government Elementary and Secondary School Site Form came from the Sites Titling Office (Central Office) which must be accomplished by the respective School Heads of each school. Please state Mam that this must be submitted to the Planning Unit not later than June 23, 2017. Thank you.

Atty. Jade
---------- Forwarded message ----------
From: "ARVIN VENEZUELA" <arvin.venezuela@deped.gov.ph>
Date: Jun 1, 2017 13:44
Subject: SCHOOL SITE DATA FORM
To: "Francisco Bangoy" <fbangoynhs@yahoo.com>, <hospiciotabanao@yahoo.com>, "Guinzadan Nhs" <guinzadannhs@yahoo.com>, "jho Natividad" <fatchay_alex@yahoo.com>, "Ma. Jade Villanueva" <jade.0510@gmail.com>, "Nueva Vizcaya" <nuevavizcaya.depedro2@gmail.com>, "Angelito Rosal" <as_rosal@yahoo.com>, "doreen ombalino" <doreen_ombalino@yahoo.com>, <gilbert.cubillas@deped.gov.ph>
Cc:

Hi Sir / Mam,

May we request to fill up attached School Site Data Form.

Please send accomplished forms on or before June 9, 2017.

Should you have any questions, feel free to email / call us:
(+632) 637-3743
(+632) 631-8491

Thank you very much,

Sites Titling Office

[redacted]

[redacted] *District ID* [redacted] *School ID*

Republic of the Philippines
DEPARTMENT OF EDUCATION
SITES TITLING OFFICE

GOVERNMENT ELEMENTARY AND SECONDARY SCHOOL SITE

[redacted]

SCHOOL INFORMATION
SY 2017-2018

Name of School : _____
(Official Name)

_____
(If renamed, please indicate Old Name.)

Address : ___ _____ _____
*Street/Sitio/Purok* *Barangay*

_____ _____
Municipality *Province/City*

Region : _____
Division : _____
School District : _____
Legislative District : _____
Tel. No. : _____
Mobile No. : _____
Fax No. : _____
E-Mail Address : _____
Date of Establishment : _____

Annex/Extension School
(Please check appropriate box if the school is an annex/extension school.)

[redacted] Yes (Please indicate School ID of the Mother School)
Mother School ID: [redacted]

[redacted] No

[redacted]

Box 3. SCHOOL SITE DATA, SY 2016-2017 (As of June 17, 2016)

[redacted]

Mode	Year Acquired
Donation	
Purchase	
Usufruct Agreement	
Expropriation	
Deed of Exchange (Land Swapping)	
Presidential Proclamation	
Special Patent	
Others, pls. specify _____	

[redacted]

1. ***Mode of Acquisition of School Site*** - refers to the means of acquiring the school site.
   - ***a. Donation*** - includes the four (4) types of donation:
     - ***a.1. Simple Donation*** - is one whereby a person, through an act of liberality disposes a piece of land in favor of the government
     - ***a.2. Conditional Donation*** - is one which imposes a condition (e.g. "that the land shall be used only for education"). In such case, the property is reverted to the owner when the condition as stipulated in the donation is not met.
     - ***a.3. Inter Vivos Donation*** - is one that is in effect during the lifetime of the donor.
     - ***a.4. Mortis Causa*** - is one that takes effect only after the donor's death. Donations by mortis causa should conform to the formalities required of the last will.
   - ***b. Purchase*** - a school site was acquired by direct purchase from the legal owner who voluntarily sold it as evidenced by a Deed of Sale duly executed, notarized and registered with the Register of Deeds.
   - ***c. Expropriation*** - a school site was acquired by the government through the exercise its power of eminent domain (i.e. by taking private property for public use upon payment of just compensation).
   - ***d. Exchange (Land Swapping)*** - a school site was acquired by exchanging an existing school site for a new site for justifiable reasons as identified by law.
   - ***e. Presidential Proclamation*** - a school site was acquired by virtue of a declaration by the President under the procedures established by law.

2. ***Total Land Area*** - is the size in square meters of all areas designated as land used for some particular purpose such as school building.

[redacted]

3. ***School Site Ownership and Proof of Occupancy -*** this refers to any legal and official document that acts as a competent proof of one's ownership and/or occupancy of the subject property.
   a. ***Original Transfer Certificate of Title (OCT) / Transfer Certificate of Title (TCT) -*** a document evidencing the ownership of real property as issued by the Register of Deeds.
   b. ***Special Patent –*** to grant, cede, and convey full ownership of alienable and disposable lands formerly covered by a reservation of lands of the public domain and is issued upon the promulgation of a special law or act of Congress or by the DENR Secretary as authorized by the President.
   a. ***Presidential Proclamation/ Special Patent -*** a proclamation issued by the President reserving an untitled land for public use.
   a. ***Deed of Absolute Sale -*** a document executed by the vendor evidencing the absolute (without conditions) sale of the real property in favor of the vendee.
   b. ***Deed of Donation -*** a document executed by the donor, under the formalities required by law, evidencing the donation of the property.
   c. ***Tax Declaration -*** a document issued by the Assessor's Office of the jurisdiction (e.g. city or municipality) evidencing the payment of taxes on the use of the real property.
   d. ***Contract of Usufruct -*** a document which stipulates that DepEd/school is allowed of full use or perpetual right of use of property without consideration as long as the property is used solely for educational or designated purposes.
   e. ***Certificate of Stewardship –*** is awarded to individuals or families actually occupying or tilling portions of forest lands pursuant to LOI 1260 for a period of 25 years' renewable for another 25 years.
   f. ***Memorandum of Agreement/Lease Agreement*** - a document executed by the legal owner/occupant of the land setting unnecessary the conditions on the use of the property.
   g. ***Special Land Use Permit / Agreement –*** is a privilege granted by the State to a person to occupy, possess and manage in consideration of specified return, any public forest lands for a specific use or purpose.
   h. ***Others -*** other documents that are competent proof of ownership and occupancy.

2. ***Geo Hazards Condition –*** if geological state that may lead to widespread damage or risk i.e. Floodway Zone, Fault Line, Coastal Erosion.

3. ***Within Ancestral Domain:***
   a. ***Certificate of Ancestral Domain Titles (CADT)*** – refers to a title formally recognizing the rights of possession and ownership of Indigenous Cultural Communities / Indigenous People (ICCs/IPs) over their ancestral domains identified and delineated in accordance with RA No. 837 otherwise known as the Indigenous People's Rights Act of 1973.
   b. ***Certificate of Ancestral Land Title (CALT) –*** Refers to a title formally recognizing the rights of ICCs/IPPs over their ancestral lands.

4. ***Legal Ownership Issues:***
   a. ***Adverse Claim*** - a claim to the property against that of one who has either title and/or possession of the property.
   b. ***Encroachment*** - presence of illegal occupants/informal settlers.
   c. ***Boundary Dispute*** – a territorial dispute is a disagreement over the possession/control of land between two or more territorial entities or over the possession or control of land, usually between a new state and the occupying power.
   d. ***With Illegal Settlers*** – areas where groups of housing units have been constructed on land that the

5. ***Protected Areas –*** such as National Parks, Natural Parks, Natural Monuments, Protected Landscape, Protected Seascape, Game Refuge and Bird Sanctuaries, Resource Reserves, Managed Resource Protected Areas, Marine Reserves, Watershed Forest Reserves, Natural Biotic Areas, Wildlife Sanctuaries, and Wilderness Areas.

Note: In case, the school head does not have adequate information on the items listed above, the assistance of the Industrial Arts Teacher/Division Physical Facilities Coordinator/Division Project Engineer can be asked.

Certified True and Correct by :

School Head : _____

(Signature Over Printed Name)

Position Title : _____ ***Date :*** _____

Verified by the Division Office :

Head of the Division : _____

(Signature Over Printed Name)

Position Title : _____ ***Date :*** _____