REGION MEMORANDUM
ORD No. 001, s. 2017

FOCAL PERSON FOR PROCESSING OF SPECIAL PATENTS FOR SCHOOL SITES

TO: SCHOOLS DIVISION SUPERINTENDENTS

Attn: SGOD Chief, Division Legal Officer, Division Engineer

1. In compliance with the unnumbered DepEd Memorandum dated December 16, 2016 of Atty. Alberto T. Muyot, Undersecretary for Legal Affairs and Sites Titling Office, Department of Education, all Schools Division Superintendents are hereby requested to designate a focal person to follow-up and monitor the status of Special Patents for school sites transmitted to the Register of Deeds by the DENR Field Offices.

2. Likewise, you are also directed to submit consolidated report of Special Patents registered and issued by your respective local Registry of Deeds every end of the month starting January 2017 to Sites Titling Office, DepEd Central Office and copy furnished, the Legal Unit, DepEd Regional Office XII, Brgy. Carpenter Hill, Koronadal City through email addresses schooltitling@gmail.com and region12@deped.gov.ph

2. Kindly submit to this Office the name, position, mobile number and email address of the designated focal person for special patents on or before March 10, 2017.

3. For strict and immediate compliance of all concerned.

DR. ARTURO B. BAYOCOT, CESO V
OIC-Regional Director