



### NOTICE OF MEETING

TO: All concerned school heads

DATE: June 6, 2016

Please be informed that the Heads of the schools listed below are enjoined to attend a meeting on June 7, 2016 (Tuesday) 3:00 p.m. to 5:00 pm at the Division Library Hub, Trece Martires City, Cavite. The agenda of the meeting is to discuss the requirements for the Workshop on Site Acquisition.

All schools are required to bring a hard copy of accomplished forms A to B including their annexes (Please see attached files).

Schools included in the DepEd Memo:	
Kanggahan ES	Binakayan NHS
Bagong Buhay ES	Gov. Ferrer MNHS (Biclatan)
Lalaan I ES	Gov. Ferrer MNHS (Buenavista)
Iba ES	Antonio B. Del Rosario Sr. MES
Pasong Kayawan II West ES	San Francisco ES
Bukal ES	Tocleng ES
Hugo Perez ES	
Proposed schools to be included:	
Tropical Village NHS	Ambrocio Robles MES
Tanza NTS Annex	David P. Jimenez MES
Lucsuhin NHS	F. De Castro ES
Constancio E. Aure Sr. NHS	Belvedere ES
Ternate West NHS	Gen. Artemio Ricarte MS
Tagaytay City NHS	Bagong Pook ES
Noveleta NHS	Southville ES
Batong Dalig ES	Mendez Crossing ES
Tramo ES	

Please be guided accordingly.

Your attendance to the above mentioned meeting is a must.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

# LAND ACQUISITION

## PROPOSAL FORMS INSTRUCTIONS

**These forms shall contain information to support proposals of Schools Division Offices for acquisition of land for congested schools. These forms will be accomplished by the following:**

- |           |   |
|-----------|---|
| FORM A-2  | This form contains information of the congestion situation of nearby schools. This is to be accomplished in coordination with the PFSED Coordinator   |
| FORM A-1  | This form contains detailed information on each congested school. This serves as supporting documents to FORM A.  |
| FORM B    | This form contains information on the publication of calls for donation/ offer to sell to be accomplished in coordination with the Physical Facilities Coordinator and approved by the Schools Division Superintendent. |
| FORM B-1  | This form contains detailed information on each prospective property. This is to be accomplished in coordination with the property owner. This is to be validated by the Physical Facilities Coordinator.               |
| ANNEX B-1 | This contains a sample call for donations/ offers to sell and expression of interest. This is to be accomplished in coordination with the Planning Officer.   |

\*The forms will be filed in the following order: FORM A, FORM A-1, FORM A-2, FORM B, FORM B-1, ANNEX B-1, FORM C, and FORM D.

LAND ACQUISITION

FORM A-1: CONGESTED SCHOOL PROFILE

Region: \_\_\_\_\_  
Division Office: \_\_\_\_\_

General Information of the Identified Congested School

Name of School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Land Area: \_\_\_\_\_

Number of Enrolment:

SY 2015-2016	SY 2014-2015	SY 2013-2014	SY 2012-2013	SY 2011-2012	SY 2011-2010

Number of Permanent Building(s): \_\_\_\_\_  
Number of existing classrooms (within permanent building): \_\_\_\_\_  
With Buildable Space: YES ☐ NO ☐

Congestion Situation:

Grade/Year Level	Pupil/ Student Room Ratio	Pupil/ Student Land Ratio	Number of Shifts	Congested YES/ NO



LAND ACQUISITION

FORM A-2: NEIGHBORING SCHOOL PROFILE

Name of the School: \_\_\_\_\_  
Address: \_\_\_\_\_

Number of Enrolment:

SY 2015-2016	SY 2014-2015	SY 2013-2014	SY 2012-2013	SY 2011-2012	SY 2011-2010

Land Area: \_\_\_\_\_  
Number of Permanent Building(s): \_\_\_\_\_  
Number of existing classrooms (within permanent building): \_\_\_\_\_  
Distance from the Identified Congested School: \_\_\_\_\_

Congestion Situation:

Grade/Year Level	Pupil/ Student Room Ratio	Pupil/ Student Land Ratio	Number of Shifts	Congested YES/ NO

LAND ACQUISITION

FORM B. PUBLICATION REPORT

Posting Dates:
Places of posting:
Expressions of interest:
Donation # _____
Offers to sell # _____

Notes:

- 1. Publication of call for donations/ offers to sell shall be made in July of each school year.
- 2. Places of posting shall include but not limited to the following: official social media site of division office, official website of division office, bulletin board, and other conspicuous places.
- 3. Expressions of Interest shall be recorded and compiled for documentation purposes.
- 4. If there is no expression of interest (for donations/ offer to sell) within the period that the School Tiling Office requests for proposals, the Schools Division Superintendent shall issue a certification of no expression of interest.

LAND ACQUISITION

FORM B-1: Prospective Properties

a. Name of Property: \_\_\_\_\_

b. Name of Owner: \_\_\_\_\_

c. Complete Address: \_\_\_\_\_

d. Proof of Ownership

TCT	<input type="checkbox"/>	DOD	<input type="checkbox"/>
OCT	<input type="checkbox"/>	DOS	<input type="checkbox"/>
TAX DEC	<input type="checkbox"/>	Court Decree	<input type="checkbox"/>

e. Viable for Acquisition:    YES ☐    NO ☐

Property Description

Land Area (in sq.m): \_\_\_\_\_

Description of Buildings

Number of Buildings: \_\_\_\_\_

Number of Storey: \_\_\_\_\_

Number of Classrooms: \_\_\_\_\_

Estimated Price:

BIR Current Zonal Valuation: \_\_\_\_\_

LGU Appraised Value: \_\_\_\_\_

Owner's Proposed Price: \_\_\_\_\_

Others:

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Remarks:

\_\_\_\_\_

LAND ACQUISITION

Checklist:

<input type="checkbox"/>	General information of the identified congested school
<input type="checkbox"/>	Congestion Situation of nearby schools
<input type="checkbox"/>	Prospective property
<input type="checkbox"/>	Property description
<input type="checkbox"/>	Estimated Price

<input type="checkbox"/>	Documentary Requirements for Acquisition
	Attachment A: Vicinity Map
	Attachment B: Photocopy of TCT or OCT
	Attachment C: Photocopy of Tax Declaration
	Attachment D: Building Plan
	Attachment E. Lot Plan
	Attachment F: Ocular Inspection Photos
	Attachment G: Offer to sell
	Attachment H: Request for Special Power of Attorney
	Attachment I: LGU Appraisal Committee Report



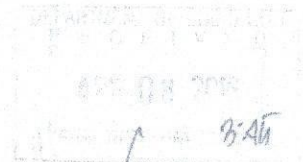


REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines



*Tanggapan ng Pangalawang Kalihim*  
*Office of the Undersecretary for Legal & Legislative Affairs*  
*Sites Titling Office*

MEMORANDUM  
DM-LA/STO-2016- 0039



Rodel Burcer

TO : DR. ROMMEL C. BAUTISTA  
Antipolo City Schools Division

DR. CHERRYLOU D. DE MESA  
Cavite Schools Division

DR. RITA E. RIDDLE  
Caloocan City Schools Division

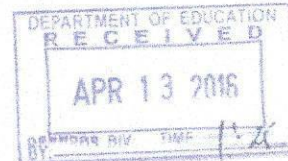
DR. ELIZABETH E. QUESADA  
Quezon City Schools Division

DR. CARLITO D. ROCAFORT  
Batangas Schools Division

FROM : ATTY. ALBERTO T. MUYOT  
Undersecretary for Legal and Legislative Affairs

SUBJECT : Workshop on Sites Acquisition

DATE : 08 March 2016



Lyn B. Pangasian

The Department of Education, through the Office of the Undersecretary for Legal and Legislative Affairs and Sites Titling Office in cooperation with The Asia Foundation (TAF), will conduct a Workshop on Sites Acquisition to identified Schools Division Offices with the most congested schools in National Capital Region and Region IV-A. The Workshop will be held on **June 16-17 and 23-24, 2016** at a venue to be announced later.

The said Workshop aims to impart necessary information and knowledge on how to acquire sites and provide the participants with better understanding on the guidelines, procedures, and necessary documentation for processing of request and proposal on land acquisition in order to utilize the budget allocation given to the Department for sites acquisition under Republic Act No. 10717 or the General Appropriations Act of 2016.



In this regard, we would like to invite the following personnel from your respective Division Offices as participants to the Workshop as they will contribute in attaining the objective of the said activity:

1. Planning Officer
2. Budget Officer
3. Legal Officer
4. PFSED Coordinator
5. School Heads of identified congested schools

The Seminar-Workshop will be divided into two (2) batches. Below are the target dates for each batch:

Participant Division	Date	Venue
<b>Batch I</b>		
1. Quezon City Schools Division	16-17 June 2016	One Tagaytay Place Hotel Suites, #445 Tagaytay-Calamba Road, Sungay West Tagaytay City
2. Caloocan City Division		
<b>Batch II</b>		
1. Cavite Schools Division	23-24 June 2016	One Tagaytay Place Hotel Suites, #445 Tagaytay-Calamba Road, Sungay West Tagaytay City
2. Batangas Schools Division		
3. Antipolo City Schools Division		

We wish to invite also the following School Heads of congested schools within your areas based on the report that you submitted to Sites Titling Office (STO) and the data from DepEd Enhanced Basic Education Information System (EBEIS):

Division of Quezon City	
Name	School
Wilma C. Manio	Bagong Silangan ES
Zenaida Mallillim	Holy Spirit ES
Silverio Estorco	Lupang Pangako ES
Dr. Elvira DV. Dumlao	Pres. C. Aquino ES
Mari Glenn Aguilar	Bayanihan ES
Jerry Isip	Old Balara ES
Wilma C. Obras	Cruz na Ligas ES
Joey Mancia	SJES – Pag-ibig sa Nayon Annex
Teresita S. Dumpit	San Antonio ES
Aleth B. Molina	Bagong Pag-asa ES
Emely M. Pelobello	Commonwealth ES
Lilian Gundao	Payatas B Annex ES
Rosalito R. De Roda	San Diego ES

Prior to the activity, the participants are requested to accomplish the Acquisition Plan Forms that can be downloaded at <http://tinyurl.com/AFORMSS1>. The forms to be accomplished are **forms A to C including their annexes**, form D should be accomplished during the Workshop. Upon completion of the Forms, the participants should submit the same to the Sites Titling Office (STO) **on or before 29 April 2016**.

Travel and other expenses of the participants shall be charged to local funds, subject to its availability and the usual accounting and auditing rules and regulations.

For clarification and confirmation of attendance, please contact **Ms. Arlyn M. Soriano** of Sites Titling Office (STO) through the following contact details: **(02) 631-8491 and 637-3743** or email address: [arlyn.soriano002@deped.gov.ph](mailto:arlyn.soriano002@deped.gov.ph).

For your information and guidance.