



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 714
Series of 2023

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : MOHAGHER M. IQBAL
Minister

SUBJECT : INVENTORY OF SCHOOL TITLING DOCUMENTS

DATE : September 6, 2023

1. Among the priority goals of the Ministry of Basic, Higher and Technical Education (MBHTE) is to provide adequate support, especially on matters affecting School Site Titling concerns. School site titling and ownership are critical components for a smooth operation to guarantee unhampered teaching and learning delivery to our learners.
2. In this connection, the Ministry's Office of the Directorate General for Basic Education (DGBE), through its School-Based Management (SBM) Division, is hereby conducting an **inventory of school titling documents** to establish data bank requirements as the basis for planning, analysis, budgetary requirements, and policy decision requirements in all public elementary and secondary schools in the region.
3. The schools division offices (SDOs) SBM Focal Persons shall take the lead in facilitating the herein data requirements to be assisted by the Division Physical Facilities Coordinators/Education Facilities Section Focal Persons to ensure the provision of the needed technical assistance to schools and the compliance of the herein attached template for inventory. The Division SBM Focal shall submit the consolidated template with the corresponding authenticated supporting documents at:

The Minister

Ministry of Basic, Higher and Technical Education
RELC Bldg., Bangsamoro Government Center
Cotabato City

Attention: **Johnny G. Balawag**
Director for Bureau of Basic Education
Ministry of Basic, Higher and Technical Education
RELC Bldg., Bangsamoro Government Center



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4. Attached is the template for reference and guidance.
5. The deadline for submission is **on or before September 22, 2023**.
6. Should you have concerns or other inquiries, kindly contact Jemraisa S. Mangkong, SBM Regional Focal, at mobile no. 0977-117-2512.
7. For information, dissemination, and compliance.

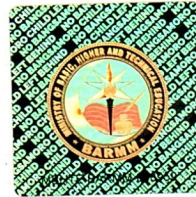
Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
OFFICE OF THE MINISTER

RELEASED

By: Hajir
 DATE: 07 SEP 2023
 TIME: 11:20 AM
 Cont. No. 2023-09-066

By Authority of the Minister
MOHAGHER M. IQBAL:


HARON S. MELING
 Deputy Minister



Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 By: Mahon
 Date: SEP 07 2023
 Time: 11:25 AM
 Control No.: 2023-09-066



Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF BASIC, HIGHER AND TECHNICAL EDUCATION
 Directorate for Basic Education
 School Based Management
 Inventory of School Titling
 School Year 2023-2024

Division: _____
ELEMENTARY/SECONDARY

No.	Name of School	SCHOOL ID	School Address	Proof Ownership	Onwership		Mode of Acquisition	Land Area sq. m.	Registered Name of OCT/TCT/DOD	School Head	Remarks
					OCT Number	TCT Number					

Prepared by: _____
 SBM SDO Focal

Contents Noted: _____
 Schools Division Superintendent

- Note:**
- Presidential Proclamation
 - Declaration of Real Property
 - Transfer Cert. of Title
 - Contract of Usufruct
 - Barangay Resolution
 - Deed of Donation

- Remarks(sample)**
- Brief remarks on the issues concerning ownership of School Site
 - Heirs are claiming back the school site.
 - Heirs would like to reduce the land area of the school site based in the DOD
 - Taxes are not updated
 - No fixed boundary