



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

OCT 27 2025

**REGIONAL MEMORANDUM**

No. 541, s. 2025

**DISSEMINATION OF MEMORANDUM STO-2025-015  
RE: ACCOMPLISHMENTS AND STATUS OF FUND UTILIZATION ON  
FY 2024 IASS CONTINUING FUNDS DOWNLOADED FOR SURVEY,  
TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL  
PATENTS**

TO: OIC- Assistant Regional Director  
Schools Division Superintendent of SDO Canlaon City  
Schools Division Superintendent of SDO Victorias City  
All Others Concerned

1. Pursuant to Memorandum STO-2025-015 issued by the Office of the Supervising Director, Schools Sites Titling Office, all concerned are hereby directed to accomplish and submit a Physical and Financial Report on the status of fund utilization relative to the FY 2024 IASS funds downloaded for the survey, titling of school sites, and registration of special patents.

2. The report must reflect accomplishments as of October 22, 2025 and follow the prescribed format attached to the referenced memorandum.

3. All submissions must be emailed to: [sto.fieldoffices@deped.gov.ph](mailto:sto.fieldoffices@deped.gov.ph). Deadline: Not later than **October 30, 2025 (Thursday)**.

4. Immediate dissemination of and compliance of this Memorandum is desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: As stated



Address: Batinguel, Dumaguete City, 6200  
Telephone Nos:  
Email Address: nir@deped.gov.ph  
Website: depednir.net



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

**MEMORANDUM**  
**STO-2025-015**

**TO :** REGIONAL DIRECTORS  
CITY SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

**FROM :** **ATTY. CHRISTIAN E. RIVERO**  
Director IV  
Supervising Director, Sites Titling Office  
Office of the Undersecretary for Legal and Legislative Affairs

**SUBJECT :** ACCOMPLISHMENT AND STATUS OF FUND UTILIZATION ON FY 2024 IASS CONTINUING FUNDS DOWNLOADED FOR SURVEY, TITLING OF SCHOOL SITES AND REGISTRATION OF SPECIAL PATENTS

**DATE :** OCTOBER 22, 2025

This is in line with the Department’s continuing commitment to secure the legal ownership of public school sites, and pursuant to the budget allocations downloaded by the Department of Education (DepEd) Central Office for Fiscal Year (FY) 2024 under the Improvement and Acquisition of School Sites (IASS) Continuing Fund. The said downloaded funds are intended for land surveys, titling of school sites, and registration of special patents with the Department of Environment and Natural Resources (DENR) and the Registry of Deeds. The following City Schools Division Offices (SDOs) are hereby directed to submit their respective status report on both Physical and Financial Accomplishment as of **October 22, 2025**:

REGION	SDOs	DOWNLOADED AMOUNT
I	Vigan City	₱ 298,840.00
	Candon City	₱ 125,047.42
	San Carlos City	₱ 39,501.00
	Alaminos City	₱ 27,000.00
	Urdaneta City	₱ 676,430.90
II	Ilagan City	₱ 3,138,993.90
III	San Jose Del Monte City	₱ 2,320,000.00
NIR	Victorias City	₱ 2,129,006.10
	Canlaon City	₱ 2,925,000.00
<b>TOTAL</b>		<b>₱ 11,679,819.32</b>

Since the said funds will lapse on **December 31, 2025**, all concerned City SDOs are strongly urged to fully and promptly utilize their allocations. The funds are intended solely for site titling-related expenses, including survey and registration activities.



If there are any ongoing or pending procurement processes related to these activities, you are advised to expedite their completion to ensure timely fund utilization and accomplishment of the program objectives before the lapse of the said funds.

All concerned City SDOs are requested to submit the required reports on or before **October 30, 2025 (Thursday)** in both PDF and Excel formats to [sto.fieldoffices@deped.gov.ph](mailto:sto.fieldoffices@deped.gov.ph). To ensure uniformity, please use the prescribed templates attached to this memorandum:

- Annex 1: Utilization Report Template
- Annex 2: Status of Procurement Activities Template

For inquiries or clarifications, you may contact Mr. Danilo C. Bognot, Jr., Technical Assistant II, Sites Titling Office, at 0927-965-4279 or via email at [danilo.bognot@deped.gov.ph](mailto:danilo.bognot@deped.gov.ph) and [sto.fieldoffices@deped.gov.ph](mailto:sto.fieldoffices@deped.gov.ph).

For immediate and strict compliance.

STO\_26

Doc. No. 108434



ANNEX 2

STATUS OF PROCUREMENT ACTIVITIES FOR THE SURVEY, TITLING, AND REGISTRATION OF SPECIAL PATENTS OF SCHOOL SITES UNDER THE FY 2024 IASS CONTINUING FUND  
As of October 22, 2025

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

NO.	PROJECT NUMBER (Activities/Request Number)	PROJECT TITLE	ABC	QUANTITY	MODE OF PROCUREMENT	PROCUREMENT STATUS	REMARKS (Issues/Concerns)	TIMELINE (Target award date)	WINNING BIDDER	AMOUNT OFFERED	SAVINGS
						<i>(ex. Preparation of procurement documents, Subject to Pre-proc. Pre bid, Opening of Quotation Bid opening, Post-qualification inspection, Awarded, Obligated and Disbursed)</i>					
1											
2											
3											
4											
<b>TOTAL</b>			<b>₱0.00</b>							<b>₱0.00</b>	<b>₱0.00</b>

Prepared by:

Division Lawyer

Certified by:

BAC Secretariat

Division Budget Officer

Reviewed by:

Chief SGOD

Approved by:

Schools Division Superintendent

**ACCOMPLISHMENT/UTILIZATION ON THE SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS FOR FY 2024 IASS CONTINUING FUND**

As of: October 22, 2025

Region: \_\_\_\_\_

Division: \_\_\_\_\_

Fund Source: FY 2024 IASS Continuing Fund

Sub-ARO Number: \_\_\_\_\_

Amount Received: \_\_\_\_\_

NAME OF SCHOOL	SCHOOL ID	SURVEY		TITLING		REGISTRATION OF SPECIAL PATENTS		UTILIZATION		REMARKS
		Physical	Financial	Physical	Financial	Physical	Financial	Obligated Amount	Disbursed Amount	
<b>TOTAL</b>										

Prepared by: \_\_\_\_\_

Certified by \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved: \_\_\_\_\_

Division Lawyer

Division Budget Officer

Chief, SGOD

Schools Division Superintendent

ANNEX 2

STATUS OF PROCUREMENT ACTIVITIES FOR THE SURVEY, TITLING, AND REGISTRATION OF SPECIAL PATENTS OF SCHOOL SITES UNDER THE 'Y 2024 IASS CONTINUING FUND  
As of October 22, 2025

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

NO.	PROJECT NUMBER (Activities/Request Number)	PROJECT TITLE	ABC	QUANTITY	MODE OF PROCUREMENT	PROCUREMENT STATUS	REMARKS (Issues/concerns)	TIMELINE (Target award date)	WINNING BIDDER	AMOUNT OFFERED	SAVINGS
						<i>(ex. Preparation of procurement documents, Subject to Pre-proc, Pre-bid, Opening of Quotation, Bid opening, Post-qualification inspection, Awarded, Obligated and Disbursed)</i>					
1											
2											
3											
4											
<b>TOTAL</b>			<b>P0.00</b>							<b>P0.00</b>	<b>P0.00</b>

Prepared by:

Certified by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Division Lawyer

\_\_\_\_\_  
BAC Secretarial

\_\_\_\_\_  
Chief, SGOD

\_\_\_\_\_  
Schools Division Superintendent

\_\_\_\_\_  
Division Budget Officer