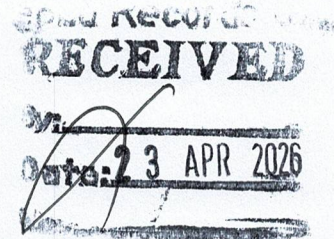




Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR



*Office of the Schools Division Superintendent*

April 22, 2026

**DIVISION MEMORANDUM**

No. 102 s, 2026

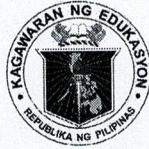
**SUBMISSION OF ORIGINAL COPY OF OCT-SPECIAL PATENT**

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS  
ADMINISTRATIVE OFFICERS  
OTHERS CONCERNED

1. In line with the ongoing efforts to ensure proper documentation and titling of school sites, all concerned **District Heads, School Heads, and Administrative Officers** (*please see attached list*) are hereby directed to **secure original copy of OCT-Special Patent** issued in favor of their respective schools which are now ready for release subject to the submission of appropriate document to the Office of Register of Deeds, Catarman N. Samar.
2. All concerned are directed to submit and complete the required documents necessary for registration with the Office of the Register of Deeds, Catarman N. Samar, including but not limited to:
  - a. *Certificate of GPPC Tie Point from DENR Regional Office VIII*
  - b. *Realty Tax Clearance from Treasurer's Office of the Municipality where the School Site situated*
  - c. *Certified True Copy of Tax Declaration from Assessor's Office of the Municipality where the School Site situated*
  - d. Other supporting documents as may be required by the Register of Deeds.
3. Expenses and other fees incurred in securing the abovementioned documents may be charged against local funds (MOOE), subject to existing accounting and auditing rules and regulations.
4. You are further instructed to coordinate closely with the concerned agencies to ensure the timely processing and registration of the said Special Patent. Progress reports on the status of registration shall be submitted to this Office on or before **May 15, 2026**.
5. The list of school sites with issued Special Patent is attached herewith as Appendix.



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telephone Nos: (055) 500 1020  
Email Address: [northernsamar@deped.gov.ph](mailto:northernsamar@deped.gov.ph)  
Division Official Website: <https://northernsamar.deped.gov.ph>



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

6. Should you need further assistance and clarification, you may contact any of the following Site Titling Office Personnels

Districts	STO Personnel	Contact Number
Allen, San Antonio, Capul, San Jose, San Isidro	Engr. Virgilio B. Telegrafo Jr	09654327354
Palapag, Lapinig, Las Navas	Eleazar T. Gorgonia Jr.	09277714190
Laoang, Gamay, Silvino Lubos	Marvin H. Uy	09631187790
Mondragon, San Roque, Catarman	Matt Francis S. Echaluce	09461205029
Mapanas, Pambujan, Catubig	Angilyn B. Gallego	09649176314

7. Failure to comply with this directive set forth in this Memorandum shall be dealt with accordingly, in accordance with the existing laws, rules and regulation.
8. Immediate dissemination and strict compliance with this Memorandum are hereby directed.

**GAUDENCIO C. ALJIBE, JR., PhD, CESO V**  
*Schools Division Superintendent*

*Enclosure: Appendix -List of school sites special patent subject for ROD registration*



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telephone Nos: (055) 500 1020  
Email Address: [northernssamar@deped.gov.ph](mailto:northernssamar@deped.gov.ph)  
Division Official Website: <https://northernssamar.deped.gov.ph>

APPENDIX-LIST OF SCHOOL SITES SPECIAL PATENT SUBJECT FOR REGISTER OF DEEDS (ROD) REGISTRATION

No.	District	School ID	School Name	Barangay	Lot(s)	Status	DOCUMENTARY REQUIREMENT FOR REGISTRATION				
							Government and Duplicate Copy of Patent Titles From DENR <sup>1</sup>	Certificate of Tie Point from DENR Regional Office VIII <sup>2</sup>	Realty Tax Clearance <sup>3</sup>	Tax Declaration (Certified Copy) <sup>4</sup>	Transmittal Letter from DENR <sup>5</sup>
1	Palapag II	123160	Natawo ES	Natawo	1	For Registration	OKAY	NOT YET STARTED			OKAY
2	Mondragon III	303566	Mondragon AIS JHS	Chitongco	3	For Registration	OKAY	NOT YET STARTED			OKAY
3	Laoang IV	122967	Pangdan ES	Pangdan	1	For Registration	OKAY	NOT YET STARTED			OKAY
4	Laoang I	122951	Yapas ES	Yapas	1	For Registration	OKAY	<b>ON-GOING</b>			OKAY
5	Laoang II	122956	Cahayagan ES	Cahayagan	1	For Registration	OKAY	NOT YET STARTED			OKAY
6	San Roque	123240	Lawaan ES	Lawaan	1	For Registration	OKAY	NOT YET STARTED			OKAY
7	Laoang I	122942	G. B. TAN ES	G.B. Tan	1	For Registration	OKAY	NOT YET STARTED			OKAY
8	Laoang IV	122962	Marubay ES	Marubay	1	For Registration	OKAY	NOT YET STARTED			OKAY
9	Lapinig	123002	Potong ES	Potong	1	For Registration	OKAY	NOT YET STARTED			OKAY
10	Gamay I	122925	Gamay I CS	Central	1	For Registration	OKAY	NOT YET STARTED			OKAY
11	Palapag I	123142	Binay ES	Binay	1	For Registration	OKAY	NOT YET STARTED			OKAY
12	Silvino Lubos	123265	Giparayan de Turag ES	Giparayan de Turag	1	For Registration	OKAY	NOT YET STARTED			OKAY
13	Palapag II	123158	Nagbobtac ES	Nagbobtac	1	For Registration	OKAY	NOT YET STARTED			OKAY
14	Mapanas	123113	Siljagon ES	Siljagon	1	For Registration	OKAY	NOT YET STARTED			OKAY
15	Pambujan II	305584	Froctuoso B. Regalacion NHS	Froctuoso B. Regalacion	1	For Registration	OKAY	NOT YET STARTED			OKAY
16	San Roque	123232	Balnasan ES	Balnasan	1	For Registration	OKAY	NOT YET STARTED			OKAY
17	Palapag I	123139	B. Quibal ES	Nipa	1	For Registration	OKAY	NOT YET STARTED			OKAY
18	Palapag I	123155	Maragano ES	Maragano	1	For Registration	OKAY	NOT YET STARTED			OKAY
19	Palapag I	123164	Paysud ES	Paysud	1	For Registration	OKAY	NOT YET STARTED			OKAY
20	Lapinig	122996	Lapinig CES	Lapinig Del Sur	1	For Registration	OKAY	NOT YET STARTED	OKAY	OKAY	OKAY
21	Lapinig	122994	Can-omano ES	Can-Omano	2	For Registration	OKAY	NOT YET STARTED			OKAY
22	Mondragon III	123115	Bugko ES	Bugko	1	For Registration	OKAY	NOT YET STARTED		OKAY	OKAY
23	Allen I	122787	Londres ES	Londres	1	For Registration	OKAY	NOT YET STARTED	OKAY	OKAY	OKAY
24	San Antonio	123202	Rizal ES	Rizal	1	For Registration	OKAY	NOT YET STARTED			OKAY
25	Palapag II	123153	Manajao ES	Manajao	1	For Registration	OKAY	NOT YET STARTED			OKAY
26	Allen II	122786	Lipata ES	Lipata	1	For Registration	OKAY	NOT YET STARTED	OKAY	OKAY	OKAY
27	Capul	122820	Capul I CS	Capul	1	For Registration	OKAY	NOT YET STARTED			OKAY
28	Gamay I	122927	Gamay West ES	Burabud	1	For Registration	OKAY	NOT YET STARTED			OKAY
29	Gamay II	122921	Cadean ES *	Cadean	1	For Registration	OKAY	NOT YET STARTED			OKAY
30	Mapanas	123108	Mapanas CES	Del Sur(Poblacion)	1	For Registration	OKAY	NOT YET STARTED			OKAY
31	Palapag II	123168	Tinampo ES	Tinampo	1	For Registration	OKAY	NOT YET STARTED			OKAY
32	Palapag III	123161	Osmena ES	Osmena	1	For Registration	OKAY	NOT YET STARTED			OKAY
33	Palapag II	123147	Campedico ES	Campedico	1	For Registration	OKAY	NOT YET STARTED			OKAY
34	Palapag III	123140	Bagacay ES	Bacacay	1	For Registration	OKAY	NOT YET STARTED			OKAY
35	Palapag III	123141	Bangon PS	Bangon	1	For Registration	OKAY	NOT YET STARTED			OKAY
36	Palapag III	123165	Sangay ES	Sangay	1	For Registration	OKAY	NOT YET STARTED			OKAY
37	Lapinig	122990	Alang-alang ES	Alang-Alang	1	For Registration	OKAY	NOT YET STARTED			OKAY
38	Gamay I	122915	Anito ES	Anito	1	For Registration	OKAY	NOT YET STARTED			OKAY
39	Catubig III	122893	Tongodnon ES	Tongodnon	1	For Registration	OKAY	NOT YET STARTED			OKAY
40	Gamay I	122920	Cadac-an ES	Cadac-an	1	For Registration	OKAY	NOT YET STARTED	OKAY	OKAY	OKAY

APPENDIX-LIST OF SCHOOL SITES SPECIAL PATENT SUBJECT FOR REGISTER OF DEEDS (ROD) REGISTRATION

41	Palapag I	313609	Cabatuan NHS	Cabatuan	1	For Registration	OKAY	NOT YET STARTED			OKAY
42	Las Navas III	123025	Lonoy ES	Bugay	1	For Registration	OKAY	NOT YET STARTED			OKAY
43	Silvino Lubos	123259	Deit De Turag ES	Deit De Turag	1	For Registration	OKAY	NOT YET STARTED			OKAY
44	Silvino Lubos	123254	Cagdao PS	Cagdao	1	For Registration	OKAY	NOT YET STARTED			OKAY
45	Silvino Lubos	123266	Gusaran ES	Gusaran	1	For Registration	OKAY	NOT YET STARTED			OKAY
46	San Jose	123221	Bagong Sabang ES	Bagong Sabang	1	For Registration	OKAY	NOT YET STARTED			OKAY
47	Pambujan II	123185	Senonogan ES	Senonogan	1	For Registration	OKAY	NOT YET STARTED			OKAY
48	Pambujan II	123186	Tula ES	Tula	1	For Registration	OKAY	NOT YET STARTED			OKAY
49	Palapag I	123154	Mapno ES	Mapno	1	For Registration	OKAY	NOT YET STARTED			OKAY
50	Gamay I	303551	Gala Vocational School	Central	1	For Registration	OKAY	NOT YET STARTED			OKAY
51	San Antonio	123204	San Nicolas ES	San Nicolas	1	For Registration	OKAY	NOT YET STARTED			OKAY
52	San Isidro II	123212	Palanit ES	Palanit	1	For Registration	OKAY	NOT YET STARTED	OKAY	OKAY	OKAY
53	Las Navas I	123023	Las Navas I CS	H.Jolejole	1	For Registration	OKAY	NOT YET STARTED			OKAY
54	Catarman II	122851	Tinowaran ES	Tinowaran	1	For Registration	OKAY	NOT YET STARTED			OKAY
55	San Roque	123243	Malobago ES	Malobago	1	For Registration	OKAY	NOT YET STARTED			OKAY

- 1 Government and Duplicate Copy of Patent Titles from DENR may be secured from ROD or PENRO or Site Titling Office-Division Legal Unit
- 2 Secure a copy of Geodetic Positioning Primary Control (GPPC) Certificate at the DENR Regional Office VIII. Bring Ownership Documents and the Government and Duplicate Copy of Patent Titles from DENR
- 3 Secure a Tax Clearance at the Treasurers Office of the Municipality where the School Site is situated
- 4 Secure a Tax Clearance at the Assessor's Office of the Municipality where the School Site is situated
- 5 Transmittal Letter may be secured from Division PENRO or Site Titling Office- Division Legal Unit