



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 14 2025

MEMORANDUM
No. 401, s. 2025

**INTENSIVE DATA GATHERING OF NCR PUBLIC
SCHOOLS OWNERSHIP DOCUMENTS**

To: OIC -Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Division Engineer
Division Attorney
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Pursuant to Regional Memorandum No. 606, s. 2025, titled "**Intensive Data Gathering of NCR Public Schools Ownership Documents**", issued July 9, 2025, all concerned are reminded to prepare and secure copies of the required documents listed in Enclosure 2. The Regional Inspection Team will collect all site ownership documents on hand as of the latest during their scheduled inspection. To ensure readiness, all necessary documents should be prepared and made available prior to the team's visit.
2. The inspection schedule for schools in Muntinlupa City is outlined in Enclosure 1 of the same Regional Memorandum. Please note that this schedule may be subject to changes as circumstances warrant. Should any adjustments arise, a separate advisory will be issued accordingly.
3. To ensure uniformity and clarity in responses, particular attention is drawn to Enclosure 1 of this Memorandum, where the definitions of the survey form options are provided for reference.
4. In the event that the required documents cannot be secured by the inspection date, all School Heads are enjoined to include in their project planning and budget allocation the retrieval or securing of any available proof of site ownership. This is particularly critical for schools that lacks such documentation.
5. Enclosed are the following:
 - a. Enclosure 1: Definition of options provided in the Survey Form
 - b. Enclosure 2: Copy of Regional Memorandum No. 606, s. 2025
6. For queries and other concerns, please contact Atty. Erness Faith Regacho-Espanto Division Attorney, or Engr. Jerone M. Tagapan – Division Engineer, through

401

NUM-2025-401



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

Att. AUG - 0234



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

DATA GATHERING DOCUMENTS
JMT /DM/ INTENSIVE DATA GATHERING OF NCR PUBLIC SCHOOLS OWNERSHIP DOCUMENTS
401 / August 7, 2025,

NUM-2025-401



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

Definition of Options in the Survey Form

(frequently answered incorrectly in the Government School Profile)

1. **Ancestral Domain**

- refers to the lands, inland waters, coastal areas, and natural resources that Indigenous Cultural Communities (ICCs)/Indigenous Peoples (IPs) have historically occupied and possessed, either communally or individually, since time immemorial.

2. **Critical Areas**

- refer to locations with high ecological value that require special protection and conservation measures due to their fragility and importance to biodiversity and ecosystem services.

3. **Adverse Claims (Disputes)**

- is a formal written notice asserting a legal interest in a registered property that contradicts the registered owner's rights.

4. **Protected Areas**

- are portion of land or water set aside due to its unique physical and biological significance, managed to enhance biodiversity and protect it from destructive human activities.

5. **Forestland**

- refers to lands of the public domain classified as such by the Department of Environment and Natural Resources (DENR).

6. **Idle Land**

- refers to land that is not being actively used or developed for its intended purpose.

7. **Military Reservation and Base**

- a designated area of land or property, either owned or controlled by the Armed Forces of the Philippines (AFP), that is reserved for military purposes.

8. **Residential Land**

- a land primarily used for habitation and is devoted to housing.



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

9. **Agricultural Land**

- land devoted to agricultural activity, including the cultivation of soil, planting of crops, raising of livestock, and other farm-related practices.

10. **Commercial Land**

- land designated for business activities intended to generate profit, such as retail, office spaces, and industrial properties.

11. **Individual Land**

- refers to land that is owned and titled in the name of a single person (an individual) or a family, rather than being owned by the government, a corporation, or a group of people.

12. **Government Land**

- refers to public land (or lands of the public domain) and other lands owned by the government, including those held by various government agencies and instrumentalities.

13. **Forest Land**

- land with a significant tree cover, generally more than 0.5 hectares and with a tree crown cover of more than 10 percent, with trees expected to reach a minimum height of 5 meters at maturity

14. **Mountain Land**

- refers to elevated areas of land, often with steep slopes and high elevations, that can be isolated summits or part of mountain ranges.

15. **Reclaimed Land**

- refers to areas that were previously submerged or foreshore land, and have been artificially converted into usable land through filling or other methods.