



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

---

**Office of the Schools Division Superintendent**

**Division Memorandum**

OSDS-2024-0172

To : **ANNALENE A. DACUMOS-VILLANUEVA, Attorney III**

Subject : **ATTENDANCE TO THE SCHOOL SITE TITLING WORKSHOP AND  
LEGAL AND TECHNICAL ASSISTANCE CARAVAN**

Date : December 3, 2024

---

Attached is Regional Memorandum ORD-2024-118 relative to the Quarterly Meeting with SDO Lawyers and Legal Section In Charge and the Conduct of Legal Assistance in Davao Region. In line with this, you are directed to attend and participate the said activity which will be held on **December 9-10, 2024** at Apo View Hotel, J. Camus Street, Davao City.

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

For more details relative to this Memorandum, refer to the attached documents.

For strict compliance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**DEC 03 2024**

RECORDS SECTION SDO PANABO CITY  
BY 

Enclosed: as stated

*leg/aad/j*



Republic of the Philippines  
Department of Education  
DAVAO REGION

November 26, 2024

REGIONAL MEMORANDUM  
ORD-2024-118

ADDENDUM TO REGIONAL MEMORANDUM ORD-2024-049

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to Regional Memorandum ORD-2024-049 titled Attendance to Quarterly Meeting with SDO Lawyers and Legal Section In-Charge and Conduct of Legal Assistance in Davao Region.
2. The Legal Caravan in the Schools Division of Davao City will be on **December 9-10, 2024** at the Apo View Hotel, J. Camus Street, Davao City.
3. All other details in the previous Memorandum remain the same.
4. Immediate dissemination of this Memorandum is desired.

  
**REBONFAMIL R. BAGUIO**  
Director III  
Officer-In-Charge  
Office of the Regional Director

ORD/LU

DEPARTMENT OF EDUCATION DRA  
RECORDS SECTION  
**RELEASED**

2024  
Dec. 92, 2024  
42512

RECEIVED  
11/18/2024

NOV 15 2024

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

0-1952 s. 2024

To: Schools Division Superintendent  
Assistant Schools Division Superintendent  
Public Schools District Supervisors/ PICs  
Cluster Heads/ PICs  
Principals/ School Heads

11/18/24 41984  
2.44

**SCHOOL SITE TITLING WORKSHOP AND  
LEGAL AND TECHNICAL ASSISTANCE CARAVAN**

1. In the pursuit of fortifying the legal framework and administrative processes governing school site management, the Department of Education (DepEd) encounters substantial challenges related to the acquisition, validation, and protection of school site titles.
2. These challenges encompass complex legalities including the application of special patents, securing valid site possession like Contract of Usufruct and/or Memorandum of Agreement, the management of lands under ancestral domain claims, and the formalization of school site ownership. Furthermore, the efficient handling of grievances, complaints, and administrative cases necessitates enhanced legal acumen and procedural adherence.
3. To address these multifaceted issues and enhance operational efficacy, the Legal Unit of DepEd Davao conducts a dual-faceted initiative encompassing a **SCHOOL SITE TITLING WORKSHOP** AND **"LEGAL AND TECHNICAL ASSISTANCE CARAVAN."**
4. This initiative aims to resolve pressing legal and administrative challenges, ensure compliance with pertinent regulations, and foster transparency and accountability within DepEd's framework.
5. You are hereby directed to attend the above-mentioned activity on **December 9, 10, 2024**. Venue to be advised later.
6. Please register and confirm your attendance at this link.  
<https://tinyurl.com/LegalAssistanceCaravan>
7. For your information, guidance, and compliance.

REYNANTE A. SOLITARIO, CESO V  
Schools Division Superintendent


  
**Republic of the Philippines**  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DAVAO CITY**

**SCHOOL SITE TITLING WORKSHOP AND  
LEGAL AND TECHNICAL ASSISTANCE CARAVAN PARTICIPANTS**

**TECHNICAL WORKING GROUP**

<b>1. ATTY. IMMACULATE CLARK-MALINAO</b> Attorney III Schools Division of Davao City	<b>2. HAREY LYKA BUHAYO ROSEOS</b> Administrative Officer II Schools Division of Davao City	<b>3. JOANNA PAULA CAGAPE</b> Legal Assistant Schools Division of Davao City
<b>4. EMY GOC-ONG</b> School Site Focal Person Schools Division of Davao City	<b>5. ENGR. NIGEL BORJA</b> Division Engineer Schools Division of Davao City	<b>6. CECILE MARIA SHEELAH BALBAS-LIMOSNERO</b> Special Prosecutor I DepEd Region XI
<b>7. MARY GRACE CATAVATAY</b> Administrative Aide I DepEd Region XI	<b>8. JOAN JUNIA</b> Legal Assistant III DepEd Region XI	

**SPEAKERS**

<b>9. ATTY. LORENZA PITULAN</b> Attorney IV DepEd Region XI	<b>10. ATTY. SHEMELYN GAMOROT-BILBAO</b> Attorney III DepEd Region XI	<b>11. ATTY. MARULI SANCHEZ</b> Attorney III Schools Division of Davao del Sur
<b>12. ATTY. KENNERLY ALBERT MALINAO</b> Attorney III Schools Division of Tagum	<b>13. ATTY. DARWIN PULIDO</b> Attorney III Schools Division of Igacos	<b>14. ATTY. JIMAR C. BELO</b> Attorney III Schools Division of Davao Oriental
<b>15. ATTY. ANNALENE A. DACUMOS-VILLANUEVA</b> Attorney III Schools Division of Panabo	<b>16. ATTY. GLEIN MARK BODIONGAN</b> Attorney III Schools Division of Davao Occidental	<b>17. ATTY. VEVIRLIE GALLO</b> Attorney III Schools Division of Davao Del Norte
<b>18. ATTY. CLARISSE JOY ARNAEZ-LLABAN</b> Attorney III Schools Division of Digos City	<b>19. ATTY. BILLY ANJO LABRADORES</b> Attorney III Schools Division of Davao de Oro	<b>20. ATTY. ARNOLD COSTELO</b> Attorney III Schools Division of Mati
<b>21. ILLUMINADO BOISER</b> Attorney III Schools Division of Mati	<b>22. ENGR. EDDIE D. MELODIAS JR</b> Chief CDS DENR-Community Environment and Natural Resources Office	<b>23. ATTY. HANNIYAH P. SEVILLA</b> Acting Regional Registry of Deeds Registry of Deeds
<b>24. ENGR. IVAN C. CORTEZ, ENP</b> City Planning and Development Coordinator City Planning and Dev't. Office	<b>25. ATTY. GERONCIO R. AGUIO, CESO III</b> Regional Director National Commission on Indigenous People (NCIP) XI	

**PARTICIPANTS**

<b>26. REYNANTE SOLITARIO, CESO V</b> Schools Division Superintendent	<b>27. JOSIE BOLOFER, CESO VI</b> Assistant Schools Division Superintendent	<b>28. REBECCA SAGOT, CESO VI</b> Schools Division Superintendent Schools Division of Davao City
--	--	--

Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DAVAO CITY



DAY 1 (DEC 9, 2024)

TIME	TOPICS	RESOURCE SPEAKERS/ IN-CHARGE
7:00am-8:00am	REGISTRATION	TWG
8:00am-8:45am	OPENING PROGRAM/ PRELIMINARIES ACKNOWLEDGEMENT OF PARTICIPANTS WELCOME REMARKS	ATTY. IMMACULATE CLARK-MALINAO Attorney III SDO Davao City
8:45am-9:45am	LEGAL AND REGULATORY FRAMEWORKS SURROUNDING SCHOOL TITLING	ATTY. IMMACULATE CLARK-MALINAO Attorney III SDO Davao City Legal Unit
9:45am-10:45am	SURVEY, SITE INSPECTION, AND OTHER DOCUMENTARY REQUIREMENTS FOR SPECIAL PATENT	AUTHORIZED REPRESENTATIVE City Environment and Natural Resources Office
10:45am-11:45am	INDIGENOUS LAND, ANCESTRAL DOMAINS AND ENVIRONMENTAL CONSIDERATIONS IN SCHOOL LAND TITLING	AUTHORIZED REPRESENTATIVE National Commission on Indigenous People (NCIP) XI
11:45am-12:00pm	OPEN FORUM WITH SPEAKERS	
12:00pm-1:00pm	LUNCH BREAK	


  
**Republic of the Philippines**  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DAVAO CITY**

1:00pm-2:00pm	<b>FACILITATING LAND TRANSFERS AND TRANSACTIONS, ENSURING COMPLIANCE WITH LAND TITLE LAWS</b>	<b>AUTHORIZED REPRESENTATIVE</b> Regional Registry of Deeds Registry of Deeds
2:00pm-3:00pm	<b>CHALLENGES AND SOLUTION IN IMPLEMENTING SCHOOL LAND TITLING PROGRAMS, BEST PRACTICES FOR SECURING AND MANAGING SCHOOL LANDS THROUGH TITLING AND STEPS ON TITLING OF SCHOOL SITES</b>	<b>EMY GOC-ONG</b> School Site Focal Person SDO Davao City
3:00pm-4:00pm	<b>DOCUMENTARY REQUIREMENTS FOR SCHOOL BUILDING REQUESTS</b>	<b>AUTHORIZED REPRESENTATIVE</b> City Planning and Dev't. Office
4:00pm-4:30pm	<b>OPEN FORUM WITH SPEAKERS</b>	
4:30pm-5:00pm	<b>AWARDING OF CERTIFICATES FOR SPEAKERS</b>	<b>REYNANTE SOLITARIO, CESO V</b> Schools Division Superintendent SDO Davao City

**DAY 2 (TUES. 10. 10.2011)**

TIME	TOPICS	RESOURCE SPEAKERS/ IN-CHARGE
7:00am-8:00am	<b>REGISTRATION</b>	<b>TWG</b>
8:00am-8:45am	<b>OPENING PROGRAM/ PRELIMINARIES</b> <b>ACKNOWLEDGEMENT OF PARTICIPANTS</b>	<b>ATTY. INMACULATE CLARK-MALINAO</b> Attorney III
	<b>OPENING REMARKS</b>	<b>ATTY. LOREN PITULAN</b> Attorney V DepEd Region XI Legal Unit
8:45am-9:30am	<b>DO 35 S. 2004- REVISION OF THE GRIEVANCE MACHINERIES OF THE DEPARTMENT OF EDUCATION</b>	<b>ATTY. JIMAR C. BELO</b> Attorney III Schools Division of Davao Oriental  <b>ATTY. DARWIN PULIDO</b> Attorney III Schools Division of Igacos
		<b>ILLUMINADO BOISER</b> Attorney III Schools Division of Mati
9:30am-10:00am	<b>FACT FINDING/ PRELIMINARY INVESTIGATION</b>	<b>ATTY. SHEMELYN GAMOROT-BILBAO</b> Attorney III DepEd Region XI
10:00am-10:30am	<b>ADMINISTRATIVE OFFENSES</b>	<b>ATTY. KENNERLY ALBERT MALINAO</b> Attorney III Schools Division of Tagum
10:30am-11:00am	<b>DO 49, S. 2006</b> <b>PREVENTIVE SUSPENSION AND PENALTIES</b>	<b>ATTY. VEVIRLIE GALLO</b> Attorney III Schools Division of Davao Del Norte  <b>ATTY. MARULI SANCHEZ</b> Attorney III Schools Division of Davao del Sur
11:00am-12:00pm	<b>OPEN FORUM WITH SPEAKERS</b>	

  
**Republic of the Philippines**  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DAVAO CITY**

12:00-12:45pm	<b>LUNCH BREAK</b>	
12:45pm-1:30pm	<b>CHILD PROTECTION POLICY</b> <ul style="list-style-type: none"> <li>- Anti-Bullying</li> <li>- Online Child Sexual Exploitation (RA 11930)</li> </ul>	<b>ATTY. ANNALENE A. DACUMOS-VILLANUEVA</b> Attorney III Schools Division of Panabo
1:30pm-2:00pm	<b>PROTECTING GOVERNMENT PROPERTIES</b> <b>DATA PRIVACY LAW (RA 10173)</b>	<b>ATTY. CLARISSE JOY ARNAEZ-LLABAN</b> Attorney III Schools Division of Digos City
2:00pm-2:30pm	<b>ENVIRONMENTAL LAWS</b>	<b>ATTY. GLEIN MARK BODIONGAN</b> Attorney III Schools Division of Davao Occidental
2:30pm-3:00pm	<b>CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES (RA 6713)</b>	<b>ATTY. BILLY ANJO LABRADORES</b> Attorney III Schools Division of Davao de Oro
3:00pm-3:15pm	<b>OPEN FORUM WITH SPEAKERS</b>	
3:15pm-4:00pm	<b>WORDS OF APPRECIATION AND AWARDING OF CERTIFICATES</b> <ul style="list-style-type: none"> <li>- Certificate of Recognition for Speakers</li> <li>- Certificate of Appreciation for Technical Working Group</li> <li>- Certificate of Participation for Participants</li> </ul>	<b>REBECCA SAGOT</b> Assistant Schools Division Superintendent SDO-Davao City
4:00pm-4:15pm	<b>CLOSING REMARKS</b>	<b>JOSIE BOLOFER</b> Assistant Schools Division Superintendent SDO-Davao City
4:15pm-4:30pm	<b>CLOSING PRAYER</b>	<b>ATTY. IMMACULATE CLARK-MALINAO</b> Attorney III

**HAREY LYKA ROSEOS & JOANNA PAULA CAGAPE**  
*Masters of Ceremony*