



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**SGOD-2025-0164**

To : Assistant Schools Division Superintendent  
 Chief of the Curriculum Implementation Division  
 Chief of the Schools Governance and Operations Division  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads, Public Elementary Schools  
 School Heads, Public Secondary and Senior High Schools  
 All Others Concerned

Subject: **RECONSTITUTING DIVISION COMMITTEE ON SCHOOL SITE SURVEY AND TITLING**

Date: March 26, 2025

Pursuant to Republic Act No. 1003, DENR Administrative Order No. 2015-01 and DepEd Order No. 33, s. 2011, "Dissemination and Guidelines for the Processing and Issuance of Special Patents for Public School Site", the Division Committee on School Site Titling is created in order to establish ownership of school sites occupied by both elementary and secondary schools in the Division of Panabo City.

Anent this, you are designated as Members of the Division Committee on School Site Titling, as follows:

Division Focal Person:	Keren T. Luma PhD, EPS
Alternate :	Atty. Annalyn D. Villanueva, Legal Officer III
Members :	Hernani A. Resueño, RN, PDO II Ker Denzel G. Infiesto, PO III Rosalie D. Estimada, Budger Officer PSDSs of: Secondary Cluster Panabo Central District Focal Panabo North District Focal Panabo South I District Focal Panabo South II District Focal
Secretariat :	Erna O. Lumandong, EPS II

The Committee on School Site Titling is expected to deliver major operations on database, technical assistance and legal matters to schools and likewise will coordinate with the Public Schools District Supervisors for updating of the school titling documents.



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The Committee on School Site Titling is expected to deliver major operations on database, technical assistance and legal matters to schools and likewise will coordinate with the Public Schools District Supervisors for updating of the school titling documents.

Further, School Titling Committee is directed to conduct regular meeting to discuss updates together with the Chief Education Supervisor, SGOD and prepare reports for direct submission to the Office of the Schools Division Superintendent.

All other issuances relative to School Titling Committee are hereby rescinded.

For your information and guidance.

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

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RELEASED

MAR 27 2025

RECORDS SECTION, SDO PANABO CITY  
BY 

SGOD/ABA/ktl



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providing quality education, MATATAG for all.