



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

Office of the Schools Division Superintendent

Division Memorandum

OSDS-2025-0137

To: **BASILIO P. MANA-AY JR., CESO VI**
 Assistant Schools Division Superintendent
JANWARIO E. YAMOTA
 Chief, Curriculum Implementation Division
AILENE B. AÑONUEVO
 Chief, Schools Division Governance and Operations Division
ANNALENE A. DACUMOS, Legal Officer III
KEREN T. LUMA, Education Program Supervisor
ERNA O. LUMANDONG, Education Program Specialist II
Concerned Public Schools-District Supervisors
Concerned School Heads
All other concerned

Subject: **ATTENDANCE TO THE CAPACITY DEVELOPMENT ON SCHOOL SITE
 TITLING FOR DIVISION OF DAVAO DEL NORTE, TAGUM CITY, IGACOS
 AND PANABO CITY ENTITLED "UNDERSTANDING AND REVOLVING LAND
 TITLING CONCERNS: LEGAL, TECHNICAL, AND SOCIAL PERSPECTIVES"**

Date: September 5, 2025

1. The DepEd Division of Davao del Norte has organized a capacity building which aims to provide a comprehensive overview of land titling concerns and outline potential approaches to resolve these issues through a legal, technical, and social lens. Addressing these perspectives is critical to ensuring secure land ownership, promoting equitable development, and reducing land-related disputes.

2. The objective of this activity is to strengthen the capacity of School Heads by providing them with a clear understanding of the procedures and documentary requirements necessary for the successful titling of school sites.

3. This Activity will be held on **September 10-12,2025** at **Emilia Healing Resort, Island Garden City of Samal**. **September 09, 2025 will be the day zero**. Relative to this, selected Division Personnel, and selected school heads are directed to participate in the activity. The list of participants is attached herewith as "Annex A."

4. Travel and other incidental expenses shall be charged against MOEE or local funds, subject to the usual accounting and auditing rules and regulations.

5. Immediate and widest dissemination of this memorandum is directed.


RELEASED
JINKY B. FIRMAN, PhD, CESO VI
 Schools Division Superintendent
SEP 08 2025



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Department of Education
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ANNEX A

	NAME	DESIGNATION	
1	Atty. Annalene D. Villanueva	Attorney III	OSDS
2	Keren T. Luma	EPS I	SGOD
3	Erna O. Lumandong	EPS II	SGOD
4	Myrna C. Purificacion	School Principal II	Panabo City Senior High School
5	Chonalyn C. Doctora	School Principal II	A.O Floriendo National High School
6	Jeanne S. Bajao	Head Teacher I	Desiderio F. Dalisay Sr NHS
7	Jayson B. Juen	Head Teacher I	Manay NHS
8	Rene T. Capuyan	Head Teacher III	Malativas NHS
9	Ronilo B. Labrador	Head Teacher I	Sindaton NHS
10	Jennith Marie L. Jorolan	Principal I	Little Panay NHS
11	Carolyn N. Rubino	School Principal II	Quezon NHS
12	Gabriel S. Alfonso	School Principal II	Nanyo NHS
13	Ramelyn F. Antalan	School Principal IV	Panabo Central Elementary School
14	Rosemarie S. Patriarca	School Principal IV	Rizal ES
15	Lizle Y. Delos Reyes	School Principal II	San Francisco ES
16	Jocelyn B. Ada	School Principal I	Sto. Nino ES
17	Marjorie S. Baldestamon	School Principal II	Cabili ES
18	Jemima A. Deiparine	School Principal II	San Vicente ES
19	Helen May T. Delada	Head Teacher II	San Pedro ES
20	Feleciano S. Catbagan	School Principal III	Gredes ES
21	Jonalyn D. Badua	Head Teacher IV	Concordia A. Sison ES
22	Edgardo D. Pamugas III	Head Teacher II	Tibungol ES
23	Nida M. Compuesto	Head Teacher II	P. Changco ES
24	Leonora D. Cañete	School Principal II	Nanyo Central ES
25	Mirasol V. Diana	Master Teacher I	Roxas ES
26	Winston Mark C. Coquilla	School Principal I	Dalisay Vill ES
27	Cyrus E. Cachuela	School Principal I	A.O Floirendo ES
28	Ruel B. Ramos	School Principal III	Valentin Daquio ES
29	Jywell C. Pacaña	School Principal III	Southern Davao ES
30	Rubbie G. Labanon	School Principal I	R.D Mabitad ES
31	Janeth E. Gomez	School Principal I	Sindaton ES
32	Roselle N. Pasaporte	School Principal IV	G.L Dondoy ES
33	Ana Lyn S. Nanol	School Principal I	Namuag ES
34	Lovely Karen C. Melencion	Head Teacher I	Buenavista ES
35	Edralin A. Gumilan	Head Teacher I	Tagurot ES
36	Julius B. Juen	School Principal I	Katipunan ES



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37	Anabella G. Eleria	School Principal II	T.G Gerona SR ES
38	Ulyses T. Macatol	Head Teacher II	Kiotoy ES
39	Johana P. Linterna	School Principal III	New Visayas ES
40	Eric C. Paquera	School Principal II	Little Panay ES
41	Reynaldo B. Morales	School Principal I	Licanan ES
42	Myla P. Bergonia	Master Teacher II	Consolacion ES
43	Oscar G. Pales	School Principal I	Datu Abdul ES
44	Alfredo O. Ogue Jr	School Principal I	Malativas ES
45	Maria Teresa S. Amora	Head Teacher III	Sta. Cruz ES



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ACTIVITY DESIGN

***“Understanding and Resolving Land
Titling Concerns: Legal, Technical and
Social Perspective”***

VENUE: TBA
DATE: September 10 – 12, 2025



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Department of Education
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SCHOOLS DIVISION OF DAVAO DEL NORTE

I. Background Information

Title:	Understanding and Resolving Land Titling Concerns: Legal, Technical and Social Perspective																																																																																																		
Participants	SDO IGACOS <table><thead><tr><th>Position Title</th><th>Male</th><th>Female</th><th>Total</th></tr></thead><tbody><tr><td>Teacher I</td><td></td><td>1</td><td>1</td></tr><tr><td>Teacher II</td><td>2</td><td></td><td>2</td></tr><tr><td>Teacher III</td><td></td><td>3</td><td>3</td></tr><tr><td>Master Teacher I</td><td>1</td><td>2</td><td>3</td></tr><tr><td>Master Teacher II</td><td></td><td></td><td>0</td></tr><tr><td>Master Teacher III</td><td>1</td><td>1</td><td>2</td></tr><tr><td>Head Teacher I</td><td>5</td><td>7</td><td>12</td></tr><tr><td>Head Teacher II</td><td>12</td><td>6</td><td>18</td></tr><tr><td>Head Teacher III</td><td>3</td><td>5</td><td>8</td></tr><tr><td>Head Teacher IV</td><td></td><td>3</td><td>3</td></tr><tr><td>Head Teacher V</td><td>1</td><td></td><td>1</td></tr><tr><td>School Principal I</td><td>12</td><td>6</td><td>18</td></tr><tr><td>School Principal II</td><td>7</td><td>13</td><td>20</td></tr><tr><td>School Principal III</td><td>2</td><td></td><td>2</td></tr><tr><td>School Principal IV</td><td>1</td><td>5</td><td>6</td></tr><tr><td>Legal Officers III</td><td>4</td><td>6</td><td>10</td></tr><tr><td>EPS I</td><td>1</td><td></td><td>1</td></tr><tr><td>EPS II</td><td>2</td><td>1</td><td>3</td></tr><tr><td>PDO</td><td></td><td>1</td><td>1</td></tr><tr><td>Technical Assistant IV</td><td>1</td><td></td><td>1</td></tr><tr><td>Technical Assistant II</td><td>1</td><td>3</td><td>4</td></tr><tr><td>Legal Secretary</td><td></td><td>1</td><td>1</td></tr><tr><td>Grand Total</td><td></td><td></td><td>120</td></tr></tbody></table>			Position Title	Male	Female	Total	Teacher I		1	1	Teacher II	2		2	Teacher III		3	3	Master Teacher I	1	2	3	Master Teacher II			0	Master Teacher III	1	1	2	Head Teacher I	5	7	12	Head Teacher II	12	6	18	Head Teacher III	3	5	8	Head Teacher IV		3	3	Head Teacher V	1		1	School Principal I	12	6	18	School Principal II	7	13	20	School Principal III	2		2	School Principal IV	1	5	6	Legal Officers III	4	6	10	EPS I	1		1	EPS II	2	1	3	PDO		1	1	Technical Assistant IV	1		1	Technical Assistant II	1	3	4	Legal Secretary		1	1	Grand Total			120
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Competency	Planning Skills Facilitation Skills Communication Skills Leadership Skills																																																																																																		



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Rationale and Description	<p><i>The lack of land titles for many public school sites remain a long-standing issue that affects infrastructure development, school safety and long term planning. Anchored on various DepEd issuances, this activity aims to capacitate school heads and relevant personnel in understanding the legal, technical and social dimensions of land titling.</i></p> <p><i>This activity is a proactive step in addressing the issues and concerns surrounding untitled school properties and supports DepEd's efforts toward securing land tenure, consistent with DepEd Memorandum OULLA 2025-446; DM-LA/STO- 2016 dated December 12, 2016 and DO 57 s. 1995.</i></p> <p>All personnel involved are encouraged to continually support and recognize the value of equality and diversity (age, gender, disability, religion, ethnicity, and social status)/ Equal Opportunity Principle (EOP) while complying with the directives set forth by this office.</p>
Management Level	Division-Led
II. Terminal and Enabling Objectives	<p>Terminal Objective:</p> <p>To capacitate participants in understanding the legal, technical and social dimensions of land titling and in resolving concerns specifically on school sites titling.</p>
III. Methodologies and Delivery Modes	<p>Enabling Objectives:</p> <ul style="list-style-type: none"> • Understand the legal bases and processes of land titling • Identify common technical and documentary issues in land titling • Learn practical steps for title verification and transfer • Discuss social, community-related and historical factors affecting school land claims • Explore options for resolving informal or untitled land claims
IV. Assessment of Learning	<ul style="list-style-type: none"> • Presentation of Topics • Panel discussion and Question and Answer • Workshop and group discussion
	<p>Participants' learning will be assessed through document evaluation, practical exercises, and accomplishment of titling milestones. Learning will be demonstrated by the participants' ability to apply the process, complete required documentation, and initiate</p>



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	or advance the school site titling in their respective areas.			
V. Resource Package	N/A			
VI. Budget Requirements	Item	Quantity	Budget	Total
	Meals, Snacks, Venue and Accommodation for 3 days @ ₱2,000.00/day	120 pax	₱6,000.00	₱720,000.00
	Token/Plaque for the Speakers 8x10inch	10 pax	₱1,500.00	₱15,000.00
	Certificate Holder, A4, plastic ,Color-Blue	15 packs	₱60.00	₱900.00
	Tarpaulin 12ftx15ft	1 pcs	₱3,500.00	₱3,500.00
	Special paper (scented) Color-White A4, 10 pcs, 1 pack 70 gsm	12 pcs	₱50.00	₱600.00
	Bond Paper, A4, 70 gsm	5 reams	₱250.00	₱1,250.00
	Training Kit 1 Customized tote bag 12x14 inches, 1 A5 Customized Spring notebook and (0.3) ball pen	120 pax	₱250.00	₱30,000.00
	Extension Wire 5m	1 pcs	₱450.00	₱450.00
	Travel Expenses	8 pax	₱815.00	₱6,520.00
	Printer Ink	1 set	₱1,500.00	₱1,900.00
	Stapler	1 pcs	₱180.00	₱180.00
	Grand Total			₱780,000.00
	Source of Fund: OSEC-11-25-02979			



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Understanding and Resolving Land Titling Concerns: Legal, Technical and Social
Perspective

Prepared by:

VEVIRLIE O. GALLO
ATTORNEY III

ENGR. LEONARD V. JARON
Technical Assistant IV

Availability of Funds

LILLI ANN R. SIASON
Budget Officer

Recommending Approval

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent

Approved by:

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent