



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

DTS

0925101677

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0140

To : **KEREN T. LUMA**, Education Program Supervisor
ANNALENE A. DACUMOS, Attorney III

Subject : **PARTICIPATION TO THE INTERAGENCY CONSULTATION OF THE DIFFERENT PROCEDURES ON SCHOOL TITLING PROCESSES CLUSTER 1 AND CLUSTER 2**

Date : September 9, 2025

Attached is the Memorandum OULLA-2025-1846 dated September 8, 2025 re: Interagency Consultation of the Different Procedures on School Titling Processes Cluster 1 on **September 17-19, 2025** in the **National Capital Region**.

In view of this, you are mandated to attend the activity. Participants must register online at <https://forms.gle/is9MaDp35oPWaOfW8> on or before September 9, 2025. Please be aware that only registered participants will be accommodated.

Travel expenses and incidental 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 guidance and compliance.


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

RELEASED

SEP 10 2025

RECORDS SECTION SDO PANABO CITY
BY 



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OUILLA-2025-1846

**TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION LEGAL OFFICERS
REGIONAL AND DIVISION ENGINEERS
ALL OTHERS CONCERNED**

FROM : ATTY. FILEMON RAY L. JAVIER
Undersecretary for Legal and Legislative Affairs

ATTY. CHRISTIAN E. RIVERO
Director IV
Supervising Director, Sites Titling Office

SUBJECT : INTERAGENCY CONSULTATION OF THE DIFFERENT PROCEDURES ON SCHOOL TITLING PROCESSES CLUSTER 1 AND CLUSTER 2

DATE : SEP 08 2025

This is in reference to the conduct of the Interagency Consultation of the Different Procedures on School Titling Processes Cluster 1 and Cluster 2 which will be conducted on 17-19 September 2025 and 24-26 September 2025, respectively, in the National Capital Region. This activity will be divided into two clusters:

Cluster	Participants
Cluster 1	Visayas and Mindanao
Cluster 2	Luzon 1 and Luzon 2

This activity aims to be a forum on the following matters: a) the processes involved in the acquisition and titling of lands occupied by public schools; b) the current challenges and developments in securing land ownership, specifically those from other government agencies such as the Department of Agrarian Reform and Department of Human Settlements and Urban Development; and c) the plans and future directions of the Sites Titling Office, including the introduction of the Web-Based School Site Ownership Document Management System.

In this regard, each Regional Office and Division Office shall designate and send two (2) representatives for each office to the said activity, preferably the personnel directly responsible for facilitating the titling of public school sites. The designated representatives must be well-versed in the school site titling processes and shall present specific concerns or issues encountered in their respective areas.

The travel and incidental expenses of the participants shall be charged against their respective local funds. Participants must register online at <https://forms.gle/is9MaDp35oPWaQfW8> on or before **9 September 2025**. Please be aware that only registered participants will be accommodated.

For further details or information, please contact Ms. Jolina S. Gammad at 0927 791 4230 or via email at sto@deped.gov.ph.

For compliance.

**Interagency Consultation of the
Different Procedures on School Titling
Processes Cluster I (Mindanao and
Visayas)**
September 17-19, 2025

Program of Activities

Day 1 | September 17, 2025

Activity
Arrival to Venue, Check-in, and Registration

Afternoon Session		
Time	Activity	
12:00 NN-1:00 PM	LUNCH	
1:30 PM - 2:00 PM	Preliminaries - National Anthem - Prayer - Acknowledgement of Participation - House Rules	
2:00 PM - 2:20 PM	Welcome Remarks	JOCELYN DR ANDAYA Regional Director and Concurrent Officer-in-Charge Office of the Assistant Secretary for Operations
2:20 PM - 2:40 PM	Directives on the Plans and Priorities of the Legal and Legislative Affairs	ATTY. FILEMON RAY L. JAVIER Undersecretary for Legal and Legislative Affairs
2:40 PM - 3:00 PM	Inspirational Message	ATTY. JANINE NICOLE O. CHUA Director IV for Legal Service
3:00 PM - 3:30 PM	STO - Legacy Report	MR. CECILIO D. PERALTA Administrative Officer V
3:30 PM - 4:00 PM	Introduction of STO Web-Application: School Site Ownership Document Management System (SSO-DMS)	MR. FAHAD B. BALINDONG Technical Assistant II MR. JEROME B. BROSO Technical Assistant I
4:00 PM - 4:30 PM	Protocols in the Sites Titling Office	ATTY. MA. MARTHA YSABEL D. ILAGAN Technical Assistant IV
4:30 PM - 5:30 PM	Discussion: Land Use Development and Infrastructure Plan	UNIVERSITY OF THE PHILIPPINES School of Urban and Regional Planning
5:30 PM - 6:00 PM	Open Forum	Facilitated by: ATTY. ALAINE SIGRID G. ABELARDO
6:00 PM - 8:00 PM	DINNER	

Day 2 | September 18, 2025

Morning Session		
6:00 AM - 8:00 AM	Breakfast	
8:00 AM - 8:15 AM	Management of Learning	Regional Office/Schools Division Office
8:15 AM - 9:45 AM	Updates on the Procedures on the Application for Presidential Proclamation for School Sites within Forest/Timber Land	Department of Environment and Natural Resources - Forest Management Bureau (DENR-FMB)
9:45 AM - 10:00 AM	Open Forum	Facilitated by: ATTY. MELFORD A. LAPNAWAN
10:00 AM - 10:10 AM	Morning Health Break	
10:10 AM - 11:40 AM	Updates on the Procedures for the Application of Presidential Proclamation for Public Use	Department of Environment and Natural Resources - Land Management Bureau (DENR-LMB)
11:40 AM - 12:00 NN	Open Forum	Facilitated by: ATTY. MELFORD A. LAPNAWAN
12:00 NN - 1:00 PM	Lunch Break	
Afternoon Session		
1:00 PM - 2:30 PM	Updates on the DAR Issuances/Policies Affecting School Sites	Department of Agrarian Reform (DAR)
2:30 PM - 2:50 PM	Open Forum	Facilitated by: ATTY. MELFORD A. LAPNAWAN
2:50 PM - 3:00 PM	Afternoon Health Break	
3:00 PM - 4:30 PM	Updates on the Procedures on the Use of Ancestral Domain /Land for School Site Purposes	National Commission on Indigenous Peoples (NCIP)
4:30 PM - 6:00 PM	Updates on the Procedure in the Registration and/or Transfer of Title of Lands Donated/Sold to DepEd	Land Registration Authority (LRA)
6:00 PM - 6:10 PM	Open Forum	Facilitated by: ATTY. MELFORD A. LAPNAWAN
6:10 PM - 7:10 PM	DINNER	

Day 3 | September 19, 2025

Morning Session		
6:00 AM - 8:00 AM	Breakfast	
8:00 AM - 8:20 AM	Management of Learning	Regional Office/Schools Division Office
8:20 AM - 9:50 AM	Updates on the school sites matter pending before the OSG	Office of the Solicitor General (OSG)
9:50 AM - 10:10 AM	Open Forum	Facilitated by: ATTY. MOISES N. LORENZO
10:10 AM - 11:40 AM	Procedure in the Application for Acquisition of Right-of-Way	Department of Public Works and Highways (DPWH)
11:40 AM - 12:00 NN	Open Forum	Facilitated by: ATTY. MOISES N. LORENZO
12:00 NN -12:20 PM	Long-term Plans for the Sites Titling Office	ATTY. CHRISTIAN E. RIVERO Director IV Supervising Director, Sites Titling Office Office of the Undersecretary for Legal and Legislative Affairs
12:20 PM – Onwards	Check-Out and Departure	