



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

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-0187

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

Subject : **ATTENDANCE TO THE CONDUCT OF AO II CAPACITY BUILDING SEMINAR: SECURING UPDATED SCHOOL SITE INVENTORY THROUGH PROPER ACQUISITION, DOCUMENTATION, AND TITLING PROCEDURES**

Date : November 17, 2025

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Attached is Regional Memorandum ORD-2025-132 dated November 13, 2025 together with the letter request from Rommel R. Jandayan, CESO VI, Schools Division Superintendent of Davao Occidental, you are hereby directed to attend the capacity building activity of SDO Davao Oriental entitled "**Administrative Officer II (AO II) Capacity Building Seminar: Securing Updated Site Inventory Through Proper Acquisition, Documentation, And Titling Procedures**" on November 19-21, 2025 at Venue 88 Resort and Events Place Corporation, Mabuhay Road, General Santos City.

Travel expenses 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<sup>m</sup>

**RELEASED**

**NOV 18 2025**

RECORDS SECTION SDO PANABO CITY

BY



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

November 13, 2025

REGIONAL MEMORANDUM  
ORD-2025-132

ATTENDANCE TO THE CONDUCT OF AO II CAPACITY BUILDING SEMINAR:  
SECURING UPDATED SCHOOL SITE INVENTORY THROUGH PROPER  
ACQUISITION, DOCUMENTATION, AND TITLING PROCEDURES

To: Assistant Regional Director  
Schools Division Superintendents

1. Herewith is the letter from Rommel R. Jandayan, CSES VI, Schools Division Superintendent of Davao Occidental, relative to the conduct of the "**Administrative Officer II (AO II) Capacity Building Seminar: Securing Updated School Site Inventory through Proper Acquisition, Documentation, and Titling Procedures**", on November 19-21, 2025, at the Venue 88 Resort and Events Place Corporation, Mabuhay Road, General Santos City. In line with this, Regional and Division legal officers are directed to attend the activity as resource persons.
2. Meals and accommodation shall be charged against the host Division.
3. Travelling expenses shall be charged against the local funds, subject to usual accounting and auditing rules and regulations.
4. Immediate dissemination of the Memorandum is desired.

Enclosed: As Stated

ORD/LU5/jam

DEPARTMENT OF EDUCATION R.O.  
RECORDS SECTION  
**RELEASED**

By: *[Signature]* Nov. 17, 2025  
Date: *[Signature]*

ALLAN G. FARNAZO  
Director IV



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph





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

November 06, 2025

**JINKY B. FIRMAN, CESO VI**  
Department of Education  
Schools Division Superintendent  
Schools Division Office of Panabo City

Thru: **ATTY. ANNALENE A. DACUMOS**  
Attorney III  
Schools Division Office of Panabo City

**Subject: Invitation as Guest Speaker for Administrative Officer II (AO II)  
Capacity Building Seminar: Securing Updated School Site Inventory  
through Proper Acquisition, Documentation, and Titling Procedures.**

Warm greetings from the Schools Division Office of Davao Occidental – Legal and Sites Titling Office!

The Department of Education (DepEd), through its various policies, programs, and initiatives, remains committed to securing legal ownership of public school sites by obtaining land titles. This effort aims to protect the interests of schools against lawsuits and claims for compensation filed by private individuals or entities asserting ownership over the land. By obtaining clear land titles, DepEd can eliminate bureaucratic delays, prevent encroachment and adverse claims, and ensure that school properties are not subjected to costly litigation or disputes over ownership.

In line with this commitment, the Department of Education (DepEd), through the Sites Titling Office (STO), is pleased to invite **Atty. Annalene A. Dacumos**, to be our **Resource Speaker** during the *Two-Day Administrative Officer II (AO II) Capacity Building Seminar: Securing Updated School Site Inventory through Proper Acquisition, Documentation, and Titling Procedures*, which will be held on **November 19-21, 2025**, at the **Venue 88 Resort and Events Place Corporation, Mabuhay Road, General Santos City**. Please refer to the attached **Indicative Program of Activities** for the detailed schedule of the seminar.

In this regard, we respectfully request **Atty. Dacumos's** participation by providing a lecture and discussion relevant to the seminar and prepare a **Power Point Presentation** as instructional support for their session.

"DaVOcc Leads: As We Turn Visions into Realities"



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We believe that her expertise will greatly contribute to the success of this capacity-building activity, which aims to strengthen the knowledge and skills of DepEd personnel in handling school site acquisition, documentation, and titling processes. Your insights and professional guidance will likewise help ensure the successful implementation of school titling efforts in our province.

Thank you very much for your continued support of DepEd's programs and initiatives. We look forward to your favorable response. For inquiries or further coordination, please feel free to email us at [melvin.robles@deped.gov.ph](mailto:melvin.robles@deped.gov.ph).

Very truly yours,

**ROMMEL R. JANDAYAN, EdD, CESO VI**  
Schools Division Superintendent  
Department of Education

"DaVOcc Leads: As We Turn Visions into Realities"



► Lacaron, Malita, 8012 Davao Occidental  
► (+639054554139)  
✉ [division.davaooccidental@deped.gov.ph](mailto:division.davaooccidental@deped.gov.ph)  
🌐 [deped.davaooccidental.gov.ph](http://deped.davaooccidental.gov.ph)