



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

July 30, 2025

DIVISION MEMORANDUM  
No. 242 s, 2025

**CONDUCT OF THE SEMINAR ON SPECIAL PATENT APPLICATION AND TITLE  
TRANSFER PROCEDURES FOR SCHOOL SITES UNDER  
THE DEPED SITES TITLING PROGRAM**

To: Assistant Schools Division Superintendent  
Chiefs, Functional Divisions  
Public Schools District Supervisors Concerned  
Public Elementary and Secondary School Heads Concerned  
School Administrative Officers

1. This division announces the conduct of the **Seminar On Special Patent Application and Title Transfer Procedures For School Sites under the DepEd Sites Titling Program**, to be held on **August 19 to 21, 2025**, venue will be announced in a later memorandum. Conduct of said capacity building will be in compliance with DepEd Memorandum OULLA-2025-203 dated February 5, 2025, issued by the Office of the Undersecretary for Legal and Legislative Affairs and the Sites Titling Office directing Schools Division Offices to secure absolute ownership of public-school sites.
2. Participants to the said activity will be school heads and Administrative Officers of the schools of identified schools with viable application for Special Patent and Transfer of Title. *See attached enclosure – List of Participants.*
3. Participants are expected to gain a deeper understanding of the legal and procedural aspects of school site titling including application for special patents and the transfer of registered titles from original donors to the Department of Education. Their enhanced knowledge will enable them to confidently navigate the requirements and engage with relevant agencies such as DENR, DAR, the Register of Deeds, and the Provincial Assessor's Office.
4. This memorandum shall serve as **Travel Authority** and participants are reminded of the **one-day before and one day after travel time** as per item 2 (a)(i) of Division Memorandum 123 s 2023 or the *Division Office Policy on Processing of Financial Claims for Traveling Expenses for Local Travels*.
5. Likewise, participants to the above activity shall be required to bring with them their respective **school site ownership documents**, such as but not limited to:
  - a. Copy of Deed of Donation/ Sale/ Usufruct or Deed of Absolute Sale
  - b. Copy of Declaration of Real Property Tax (Tax Declaration) or
  - c. Copy of Survey (Technical Description) if any and
  - d. Copy of previously submitted **Complete Staff Work Report (CSWR)**
6. For information, guidance, and strict compliance.

**GAUDENCIO C. ALJIBE, JR, PhD, CESO VI**  
Schools Division Superintendent

Enc/  
As stated

DepEd Northern Samar  
**RELEASED**



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By: \_\_\_\_\_  
Date: Jul 30 2025

Enclosure No. \_\_\_\_\_ to DM No. \_\_\_\_\_s 2025

**LIST OF PARTICIPANTS**

<b>School ID</b>	<b>School Name</b>	<b>School Head</b>	<b>Administrative Officer II</b>
122777	Allen Central Elementary School	Denmark M. Fernandez	Maria Lita Eulin
122792	Biri Central School	Marivic A. Estavillo	Fretti Kelly B. Galvez
122813	R. Magsaysay Primary School	Joseph D. Batiles	Marbe Ann S. Cagro
122820	Capul I Central School	Glenn Patrick D. Catucod	Primo S. Recluta Jr.
122835	Daganas Elementary School	Josephine S. Cornico	Cassandra P. Abiena
122836	Generoso R. FM School	Ruth Capas	Merlanie G. Villafores
122840	Macagtas Elementary School	Amado U. Alcayde Jr.	Maribel N. Uy
122845	Catarman II Central School	Arnio Saludario	Marieta Dimple D. Lopez
122846	Cervantes Elementary School	Arnoldo Rosales	Michelle D. Calipayan
122863	Bangkerohan Elementary School	Arvin Manga	Bella B. Traje
122872	Nazareno Elementary School	Victor Hugo C. Ballicud	Raul P. Figueroa Jr.
122873	Polangi Elementary School	Elena E. Flores	Susan Nobleza
122881	Catubig I Central School	Rhea Junette Angeles Ultra	Kisha Mae Ultra
122985	Rawis Central School	Meriam Reyes	Ronalyn Galero
123042	San Andres Elementary School	Arnel Pajares	Margaret A. Turla
123067	MacArthur Elementary School	Jocelyn B. Ayes	Bianca E. Buna
123076	Urdaneta Elementary School	Erma Parina	Arlene C. Delos Santos
123090	Lope De Vega Central School	Alma G. Solayao	Larizza A. Cuanico
123162	Palapag Central Elementary School	Cecilia R. Doria	Teodoro C. Nobis
123165	Sangay Elementary School	Allan C. Remedillo	Laizalyn B. Antiporta
123181	Manahaw Elementary School	Ryan A. Pelonia	Neseth B. Uy
123190	Buenavista Elementary School	Nico William T. Galias	Chester C. Naguit
123196	Salhag Elementary School	Naomi S. Dagalea	Joey B. Calixtro
123206	Alegria Elementary School	Maria Alma Sola Celajes	Julius G. Mahinay
123213	Salvacion Elementary School	Geana S. Lingling	Rachel D. Jabague
123238	Ginagdanan Elementary School	Nelson J. Gorpido	Mafe S. Fernandez
123247	San Vicente Central School	Petronilo M. Panis	Aira Mae C. Ramilla
123264	Ginagasan Elementary School	Locio Lobos	Michaela Jhyzzel D. Lipata
123274	Erenas Elementary School	Ramon C. Tenerio	Clynte M. Cabanza
123284	Victoria Central School	Lenore P. Salor	Samantha Ysabel S. Daffon
193016	MacArthur II Elementary School	Janice E. Camposano	Leonard C. Escalante
303531	Allen National High School	Reynaldo L. Banjawan	Alden F. Echaluze
303534	Biri National High School	Russel Beduya	Meljohn Q. Ortego

303544	Catubig Valley National High School	Garry A. Vacunawa	Roselyn E. Eser
303545	Rosario Lim Uy National High School	May J. Aguilando	Anelda F. Echaluze
303560	Las Navas National High School	Cresencio D. Bulosan	Aireen C. Gorda
303561	Basilio B. Chan Memorial Agro-Indus. School	Luisito Fraga	Marites Llegos
303565	Marubay National High School	Odith A. Acedera	Marife A. Daculan
303570	Polangi National High School	Ostiniano O. Ong Sotto	Ruby Aleria
303573	Rosario National High School	Joey D. Tadeo	Cristy Rea S. Fulgar
303581	San Roque-Pambujan Vocational High School	Dario D. Surio Jr.	Christian Ching
303583	Silvino Lobos Vocational High School	Marilyn Baldoza	Marlowe S. Loyogoy
303587	Washington National High School	Roehl D. Lacbanes	Gilda D. Policarpio
304914	E J Dulay National High School	Mark Brando B. Morales	Abegail C. Bañez
306024	Francisco B. Rosales National High School	Kent Camposano	Rossnel O. Corot
306329	Raymundo B. Daza (SHS)	Myla P. Adiaton	Joan Rosary Coprada
313618	Balnasan National High School	Ramon E. Lobos Jr.	Louela N. Dela Torre
313622	Magtaon National High School	Deems Evan Mengullo	Melody T. Picardal
313604	Bantayan National High School	Roque M. Galdones	Jillian Rose B. Bere

#### PROGRAM MANAGEMENT TEAM

Name	Designation
1. DR. GAUDENCIO C. ALJIBE JR., CESO VI	Activity Manager
2. DR. REY F. BULAWAN	Co-Activity Manager
3. Atty. RISTY T. ADARAYAN	Onsite Manager
4. Engr. VIRGILIO TELEGRAFO, JR	Onsite Manager
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6. Atty. ELEANOR C. CALUMPIANO	Co-onsite Manager
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9. Atty. DIANA FLOR E. ECO	Resource Speaker
10. MICHELLE D. CAGUIMBAL	Resource Speaker
11. Engr. ZYRA D. ULTRA	Resource Speaker
12. DEAH A. GAMAO/ JENIFER D. LAGBAS	Resource Speaker
13. MERLITA FAJARDO /REYNIEL IGNACIO	QAME Manager
14. PETER R. BOBILES/PEPITO E. SALDO JR.	HRDD Representative
15. APRIL D. BALLICUD	Support staff /Program Flow
16. TEMOTHY CLUTARIO	Support Staff /AVP Design and production
17. ALBERT JUBASAN	Technical Assistant /Facilitators
18. MARVIN H. UY	Technical Assistant /Facilitators
19. ELEAZAR GORGONIA, JR	Technical Assistant /Facilitators
20. MATT ECHALUCE	Technical Assistant /Facilitators
21. MELODY CABALES, RN	Nurse/Medical Team
22. JACKIE MORALES, RN	Nurse/Medical Team
23. FRANCIS RICO E. TOBES	Logistics and coordination
24. RAUL P. FIGUEROA, JR	Logistics and coordination
25. NICANOR BARANDINO/GENARO GIRAY	Driver