



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

Office of the Schools Division Superintendent

238
September 10, 2025

DIVISION MEMORANDUM

No. 310 s, 2025

**CONDUCT OF THE SEMINAR ON SPECIAL PATENT APPLICATION
AND TITLE TRANSFER PROCEDURES FOR SCHOOL SITES UNDER THE
DEPED SITES TITLING PROGRAM, BATCH 2**

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, Batch 2***, to be held on NOV 04 2025 to NOV 06 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 Ounce Policy on *Processing of Financial Claims for Travelling 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)**

For information, guidance, and strict compliance.


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

Enc/
As stated,

DepEd Northern Samar
RELEASED
By: _____
Date: SEP 16 2025

List of participants/Schools				Participants	
				School Head	Administrative Officer
No.	Districts	School Name	School ID		
1	ALLEN I	Frederick ES	122781	/	/
2	ALLEN II	Cabacungan NHS	303537	/	/
3	BIRI	Salvacion ES	122797	/	/
4	BIRI	San Antonio ES	122798	/	/
5	BOBON	Balat-Balud ES	122803	/	/
6	BOBON	Bobon School for PC	303535	/	/
7	BOBON	Bobon CES	122804	/	/
8	BOBON	E. Duran ES	122807	/	/
9	BOBON	Santander ES	122816	/	/
10	CAPUL	Capul NHS		/	/
11	CATARMAN I	Catarman I CS	122856	/	/
12	CATARMAN I	Baybay ES	122844	/	/
13	CATARMAN III	Catarman NHS (JH)	303541	/	/
14	SAN ANTONIO	San Antonio AVS	303575	/	/
15	SAN ISIDRO I	San Isidro CES	123214	/	/
16	SAN ISIDRO I	San Isidro NHS	303578	/	/
17	CATUBIG II	Hibubullao CS	122898	/	/
18	MONDRAGON	Cagmanaba PS	193012	/	/
19	MONDRAGON	Crystal Mt. ES	123119	/	/
20	MONDRAGON	Cahicsan ES	123117	/	/
21	GAMAY II	Bangon ES	122916	/	/
22	LAOANG I	Atipolo ES	122936	/	/
23	LAOANG II	Cahayagan ES	122956	/	/
24	LAOANG II	Laoang NHS	303557	/	/
25	LAS NAVAS I	Lomalaog ES	123024	/	/
26	MAPANAS	Mapanas North ES	193015	/	/
27	PAMBUJAN I	Pambujan I CS	123182	/	/
28	PAMBUJAN II	Brgy. Uno ES	193013	/	/
29	PAMBUJAN II	Inanahawan ES	123180	/	/
30	PAMBUJAN II	Doña Anecita ES	123175	/	/
31	SAN ROQUE	Don Juan F. Avalon NHS	303546	/	/
32	SAN ROQUE	Dale ES	123236	/	/
33	SILVINO LOBOS	Gebonawan PS	123260	/	/
34	SILVINO LOBOS	Gebulwangan ES	123261	/	/

35	SILVINO LOBOS	Cabonga-an ES	123253	/	/
36	Calbayog 3	San Jose Integrated School	502273	/	/
37	Calbayog 3	Villahermosa Elementary School	124052	/	/
38	Calbayog 4	Calbayog East Central Elementary School	124006	/	/
39	Calbayog 5	Canjumadac Elementary School	502305	/	/
40	Oquendo 1	Mabini II Integrated School	502298	/	/
41	Oquendo 2	Alang-Alang Elementary School	124076	/	/
42	Oquendo 2	Dinabongan Elementary School	124090	/	/
43	Calbayog 2	Cacaransan Elementary School	124005	/	/
44	Oquendo 2	Hibabngan Elementary School	124093	/	/
45	Oquendo 2	Lapaan Integrated School	502300	/	
46	Oquendo 2	San Rufino Elementary School	124110	/	/
47	Tinambacan 1	Tomaligues Integrated School	500749	/	/
48	Tinambacan 3	Malaga Central Elementary School	124137	/	/
49	Calbayog 1	Caballero Elementary School	123986	/	/
50	Calbayog 2	Bagacay Integrated School	500807	/	/
51	Calbayog 2	Pagbalican Elementary School	124023	/	/
52	Calbayog 2	Obrero Elementary School	123998	/	/
53	Calbayog 3	Esperanza Elementary School	124036	/	/
54	Calbayog 4	Guin-on Elementary School	124013	/	/
55	Calbayog 4	Migara National High School	313802	/	/
56	Calbayog 4	Osmeña Elementary School	124042	/	/
57	Calbayog 5	San Policarpo Central Elem. School	124048	/	/
58	Calbayog 4	Bagong Lipunan Elementary School	124077	/	/
59	Calbayog 4	Patong-Happy Valley IS	502374	/	/
60	Oquendo 2	Hibuhatan Elementary School	124095	/	/
61	Oquendo 3	Cabatuan National High School	303647	/	/
62	Oquendo 3	Pilar National Agricultural High School	3303648	/	/
63	Tinambacan 1	Malajog Integrated School	500748	/	/
64	Tinambacan 1	Danao I Elementary School	124123	/	/
65	Tinambacan 3	Cagmanipis Sur Elementary School	124132	/	/