



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

**Office of the Schools Division Superintendent**

251  
September 17, 2025

DIVISION MEMORANDUM

No. 323 s, 2025

**VENUE ON 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: 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 **November 4-6, 2025**, at the **Ciriaco Hotel, Calbayog City, Samar**.
2. 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*. Expenses incurred shall be charged to local funds subject to usual government accounting and auditing rules and regulations.
3. 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)**
4. Identified participants are hereby directed to confirm attendance or submit replacement participant by filling out the **Online Registration Form on or before October 31, 2025**. Click the link or Scan the QR Code.

<https://forms.office.com/r/BQU7Aj70Qp>



5. For information, guidance, and strict compliance.

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

Enc/  
As stated

1. *Program Management Team*
2. *List of Identified School with Participant School Heads and Administrative Officers*

DepEd Northern Samar  
**RELEASED**  
By: \_\_\_\_\_  
Date: SEP 1167 2025

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

**PROGRAM MANAGEMENT TEAM**

<b>Name</b>	<b>Designation</b>
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
5. Atty. MELCA V. PERU	Co-onsite Manager
6. Atty. ELEANOR C. CALUMPIANO	Co-onsite Manager
7. Atty. DULCE CATUBAO	Resource Speaker
8. Atty. VERGEL E. BUNA	Resource Speaker
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/ JINEFER D. LAGBAS	Resource Speaker
13. MERLITA FAJARDO /REYNIEL IGNACIO	QAME Manager
14. PETER R. BOBILES/PEPITO E. SALDO JR.	HRDD Representative
15. KIM ARNOLD O. BEDEO	Support staff /Program Flow
16. TIMOTHY 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 EFIPANO P. FIGUEROA, JR	Logistics and coordination
25. NICANOR BARANDINO/GENARO GIRAY	Driver

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

**LIST OF PARTICIPANTS**

No.	Districts	School Name	School ID	School Head	Administrative Officer
1	ALLEN I	Frederick Elementary School	122781	1	1
2	ALLEN II	Cabacungan NHS	303537	1	1
3	BIRI	Salvacion Elementary School	122797	1	1
4	BIRI	San Antonio Elementary School	122798	1	1
5	BOBON	Balat-Balud Elementary School	122803	1	1
6	BOBON	Bobon School for PC	303535	1	1
7	BOBON	Bobon Central Elementary School	122804	1	1
8	BOBON	E. Duran Elementary School	122807	1	1
9	BOBON	Santander Elementary School	122816	1	1
10	CAPUL	Landusan National High School	303555	1	1
11	CATARMAN I	Catarmen I Central School	122856	1	1
12	CATARMAN I	Baybay Elementary School	122844	1	1
13	CATARMAN III	Catarmen National High School	303541	1	1
14	SAN ANTONIO	San Antonio Agricultural and Vocational School	303575	1	1
15	SAN ISIDRO I	San Isidro Central Elementary School	123214	1	1
16	SAN ISIDRO I	San Isidro National High School	303578	1	1
17	CATUBIG II	Hibubullao Central School	122898	1	1
18	MONDRAGON	Cagmanaba Primary School	193012	1	1
19	MONDRAGON	Crystal Mt. Elementary School	123119	1	1
20	MONDRAGON	Cahicsan Elementary School	123117	1	1
21	GAMAY II	Bangon Elementary School	122916	1	1
22	LAOANG I	Atipolo Elementary School	122936	1	1
23	LAOANG II	Cahayagan Elementary School	122956	1	1
24	LAOANG II	Laoang National High School	303557	1	1
25	LAS NAVAS I	Lomalaog Elementary School	123024	1	1
26	MAPANAS	Mapanas North Elementary School	193015	1	1
27	PAMBUJAN I	Pambujan I Central School	123182	1	1
28	PAMBUJAN II	Brgy. Uno Elementary School	193013	1	1
29	PAMBUJAN II	Inanahawan Elementary School	123180	1	1
30	PAMBUJAN II	Doña Anecita Elementary School	123175	1	1
31	SAN ROQUE	Don Juan F. Avalon National High School	303546	1	1
32	SAN ROQUE	Dale Elementary School	123236	1	1
33	SILVINO LOBOS	Gebonawan Primary School	123260	1	1
34	SILVINO LOBOS	Gebulwangan Elementary School	123261	1	1
35	SILVINO LOBOS	Cabonga-an Elementary School	123253	1	1

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



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 SCHOOLS DIVISION OF NORTHERN SAMAR  
 Mabini St, Acacia, Catarman, Northern Samar

## Special Patent Application and Title Transfer Procedures for School Sites Batch 2

Ciriaco Hotel, Calbayog City, Samar. | November 4-6, 2025

DAY 1		TOPICS/ACTIVITY	RESPONSIBLE PERSON/OFFICE
8-9am		Arrival and registration of participants  Triage/ Heath Check -Protocol	Facilitators  Medical Team
		<b>OPENING PROGRAM</b> Interfaith Prayer <i>Pambansang Awit ng Pilipinas</i> Division Hymn	AVP AVP AVP
		Welcome Message	<b>Atty. RISTY T. ADARAYAN</b> Attorney III/Legal Officer SDO Northern Samar
		Rationale/ Presentation of Participants	<b>Atty. REAH P. AGUADO</b> Attorney III/Legal Officer SDO Calbayog
		Inspirational Messages	<b>GAUDENCIO C. ALJIBE, JR. CESO VI</b> Schools Division Superintendent
9-10am		<b>Orientation of CoS Role, Terms of Reference, Work Protocol, and Expectation</b>	<b>ATTY. ELEANOR C. CALUMPIANO</b> Attorney IV/Regional Legal Officer RO VIII – Eastern Visayas
10-12am		<b>Presentation of Status of School Sites Ownership Documents</b>	<b>Engr. VIRGILIO TELEGRAFO, JR</b> Technical Assistant IV – DepEd STO SDO Northern Samar
Lunch			
1-2pm		Discussion: <b>Basics on School Sites Titling</b>	<b>MICHELLE D. CAGUIMBAL, JD</b> Administrative Officer V SDO Northern Samar
3-4pm		Legal Forms for Application for School Sites Titling	<b>Atty. DIANA FLOR D. ECO</b> Principal II SDO Northern Samar
DAY 2		TOPICS/ACTIVITY	RESPONSIBLE PERSON/OFFICE
8-9am		Preliminaries /Testimonial	TAs
		Discussion: Modes of Acquiring School Sites: <b>Forms and legal bases for Deeds Donation /Exchange /Sale/Usufruct</b>	<b>ATTY. VERGEL E. BUNA</b> Special Legal Counsel SDO Northern Samar
9-10am		Discussion on CSW/Report Formulation <b>Template: Form, Parts and Data Purposes</b>	<b>RACHEL CUEVAS</b> Education Program Supervisor Quality Assurance Division RO VIII – Eastern Visayas
10-11am		Discussion: School Sites Titling, Surveying, and Registration Processes <b>Special Patent, Proclamation - Reserved Areas/Forest/Timberlands</b>	<b>ATTY. DULCE CATUBAO</b> Assistant Regional Legal Officer RO VIII – Eastern Visayas
Lunch			
1-2pm		Discussion: School Sites Titling, Surveying, and Registration Processes <b>Site Surveying</b>	<b>Engr. ZYRA D. ULTRA</b> <b>Engr. ANJO A. FERNANDEZ</b> School Facilities Unit SDO Northern Samar

3-4pm	Discussion: <b>Legal Process for Ejection of Informal Settlers</b>	<b>Atty. RISTY T. ADARAYAN</b> Attorney III/Legal Officer SDO Northern Samar
<b>DAY 3</b>		
8-9am	Preliminaries /Testimonial	TAs
9-10am	Discussion: <b>Issues and concerns in School Titling and Best Practices</b>  Writeshop - <b>Narrative on School's Historical Background</b>	<b>ATTY. MELCA V. PERU</b> Special Legal Counsel DepEd SDO Northern Samar
10-11am	Discussion on: <b>Government Guidelines on School Site Fund Utilization</b>	<b>DEAH A. GAMAO</b> Accountant III  <b>JINEFER D. LAGBAS</b> Accounting Unit - School Titling Fund SDO Northern Samar
Lunch		
1-2pm	Consultation/Evaluation of Ownership Documents	DepEd Lawyers/TAs/Participants
3-4pm	Reporting CSWR Ways Forward/Action Planning	DepEd Lawyers/TAs/Participants

## Acknowledgements

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Assistant Schools Division Superintendent

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**RAUL P. FIGUEROA, JR**

Activity Manager

Co-Activity Manager

Onsite Managers

Co-onsite Manager

Resource Speaker

Resource Speaker

Resource Speaker

Resource Speaker

Resource Speaker

Resource Speaker

QAME Manager

HRDS EPS II

Support staff /Program Flow  
Support Staff /AVP Design and production  
Facilitators  
Facilitators  
Facilitators  
Nurse/Medical Team  
Nurse/Medical Team  
Logistics and coordination  
Logistics and coordination