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

Office of the Schools Division Superintendent

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 11 6 2025

Enclosure No. _____ to DM No. _____s 2025

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
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	Catarman I Central School	122856	1	1
12	CATARMAN I	Baybay Elementary School	122844	1	1
13	CATARMAN III	Catarman 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



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

3-4pm	Discussion: Legal Process for Ejectment of Informal Settlers	Atty. RISTY T. ADARAYAN Attorney III/Legal Officer SDO Northern Samar
DAY 3	TOPICS/ACTIVITY	RESPONSIBLE PERSON/OFFICE
8-9am	Preliminaries /Testimonial	TAs
9-10am	Discussion: Issues and concerns in School Titling and Best Practices Writesop - Narrative on School's Historical Background	ATTY. MELCA V. PERU Special Legal Counsel DepEd SDO Northern Samar
10-11am	Discussion on: Government Guidelines on School Site Fund Utilization	DEAH A. GAMAO Accountant III JINEFER D. LAGBAS 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

GAUDENCIO C. ALJIBE JR., CESO VI Activity Manager
Schools Division Superintendent

REY F. BULAWAN Co-Activity Manager
Assistant Schools Division Superintendent

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Technical Assistant IV – DepEd STO

Atty. MELCA V. PERU Co-onsite Manager
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Attorney IV/ Regional Legal Officer
RO VIII – Eastern Visayas

Atty. DULCE CATUBAO Resource Speaker
Assistant Regional Legal Officer
RO VIII – Eastern Visayas

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Administrative Officer V
SDO Northern Samar

Atty. DIANA FLOR D. ECO Resource Speaker
Principal II
SDO Northern Samar

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Accountant III
SDO Northern Samar

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