



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

Office of the Schools Division Superintendent

September 24, 2025

DIVISION MEMORANDUM

No. 348, s. 2025.

CONDUCT OF THE LIVE-OUT SEMINAR ON SPECIAL PATENT APPLICATION AND TITLE TRANSFER PROCEDURE FOR SCHOOL SITE UNDER THE DEPED SITE TITLING PROGRAM, BATCH 3

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

1. This division announces the conduct of the Live-out **Seminar on Special Patent Application and Title Transfer Procedures for School Sites under the DepEd Sites Titling Program, Batch 3**, to be held on November 25, 2025 to November 26, 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 applicants 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 national 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



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Item 2 (a)(i) of Division Memorandum 123, s. 2023 or the Division Ounce 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)**

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 29 2025**

LIST OF PARTICIPANTS

No.	Districts	School Name	School ID	School Head
1	ALLEN I	Alejandro ES	122776	1
3	ALLEN I	Caputian ES	122780	1
8	ALLEN II	Cabacungan ES	122778	1
9	ALLEN II	Calarayan ES	122779	1
10	BIRI	Palhugan ES	122796	1
11	BIRI	Tampipi ES	122800	1
12	BOBON	Eladio T. Balite MSOF	303548	1
13	BOBON	J. A. Santos ES	122808	1
14	BOBON	J.P. Laurel I ES	122810	1
15	BOBON	Calantiao ES	122811	1
16	CAPUL	Sagao-Sawan ES	122827	1
17	CAPUL	San Luis ES	122828	1
18	CAPUL	Sawang ES	122829	1
19	CAPUL	Talugaan ES	122830	1
20	CATARMAN I	Galutan NHS	303543	1
21	CATARMAN I	Galutan ES	122866	1
22	CATARMAN II	Macagtas ES	122840	1
23	CATARMAN II	Old Rizal ES	122842	1
24	LAVEZARES I	Caburihan ES	193009	1
25	LAVEZARES I	Baysag PS	193006	1
26	LOPE DE VEGA	Bayho ES	123080	1
27	LOPE DE VEGA	Bonifacio ES	123081	1
28	LOPE DE VEGA	Cag-aguingay ES	123082	1
29	LOPE DE VEGA	Cag-amisarag ES	123083	1
30	MONDRAGON I	Makiwalo ES	123126	1
31	MONDRAGON I	Mondragon I CS	123128	1
32	SAN ANTONIO	Dalupirit ES	123198	1
33	SAN ANTONIO	Egang ES	123199	1
34	SAN JOSE	Aguadahan ES	123220	1
35	SAN JOSE	Bagong Sabang ES	123221	1
36	SAN JOSE	Bonglas PS	123222	1
37	SAN JOSE	Geratag ES	123224	1
38	SAN JOSE	Layuhan ES	123226	1
39	SAN VICENTE	Sangputan ES	123248	1
40	VICTORIA	Buenos Aires ES	123272	1
41	VICTORIA	Luisita ES	123277	1
43	VICTORIA	Maxvilla ES	123279	1
44	CATUBIG I	Hiparayan ES	122883	1

45	CATUBIG I	Irawahan ES	122885	1
46	GAMAY II	Cadean ES	122921	1
47	GAMAY II	Cagamutan CS	122922	1
48	LAOANG I	Vigo ES	122950	1
49	LAOANG I	Yapas ES	122951	1
50	LAPINIG	May-igot ES	122999	1