



Republic of the Philippines  
Department of Education  
REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

October 20, 2025

DIVISION MEMORANDUM

No. 289 s, 2025

**CORRIGENDUM ON THE DATE OF 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 18-20, 2025**, at the **Ciriaco Hotel, Calbayog City, Samar**, instead of **November 4-6, 2025**.
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. Other provisions of previously issued Memorandum are still in effect.
4. For information, guidance, and strict compliance.

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

DepEd Northern Samar

**RELEASED**

By: 

Date: **OCT 20 2025**



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