



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. 389 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.

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

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