



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

Office of the Schools Division Superintendent

September 24, 2025

DIVISION MEMORANDUM

No. 438 s, 2025

**RESCHEDULING THE CONDUCT OF SEMINAR ON SPECIAL PATENT APPLICATION AND TITLE TRANSFER PROCEDURES FOR SCHOOL SITES UNDER THE DEPED SITES TITLING PROGRAM BATCH 3**


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 rescheduling of the conduct of **Seminar On Special Patent Application and Title Transfer Procedures For School Sites under the DepEd Sites Titling Program, Batch 3** from **November 25-26, 2025, to December 11-12, 2025** at the same venue **Dencio's Grill, Brgy Dalakit, Catarman Northern Samar**.
2. This memorandum shall serve as **Travel Authority**.
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 December 01, 2025**. Click the link or Scan the QR Code.

<https://forms.gle/5b1vW7moyxssfTNo6>



5. For information, guidance, and strict compliance.

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



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By: 

Division Official

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Enc/  
As stated

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

### 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 Managers
4. Engr. VIRGILIO TELEGRAFO, JR	
5. Atty. MELCA V. PERU	Co-onsite Manager
6. Atty. VERGEL E. BUNA	Resource Speaker
7. CENRO Representative	Resource Speaker
8. MICHELLE D. CAGUIMBAL	Resource Speaker
9. Engr. ZYRA D. ULTRA	Resource Speaker
10. DEAH A. GAMAO/ JENIFER D. LAGBAS	Resource Speaker
11. MERLITA FAJARDO / REYNIEL IGNACIO	QAME Manager
12. PETER R. BOBILES/ PEPITO E. SALDO JR.	HRDS EPS II
13. TEMOTHY CLUTARIO	Support Staff /AVP Design and production
14. MARVIN UY	Facilitators
15. ELEAZAR GORGONIA, JR	Facilitators
16. MATT ECHALUCE	Facilitators .
17. MELODY CABALES, RN	Nurse/Medical Team
18. JACKIE MORALES, RN	Nurse/Medical Team
19. FRANCIS RICO E. TOBES	Logistics and coordination
20. KIM ARNOLD O. BEDEO	Facilitators

### LIST OF PARTICIPANTS

No.	Districts	School Name	School ID	School Head	Administrative Officer
1	ALLEN I	Alejandro ES	122776	1	1
3	ALLEN I	Caputian ES	122780	1	1
8	ALLEN II	Cabacungan ES	122778	1	1
9	ALLEN II	Calarayan ES	122779	1	1
10	BIRI	Palhugan ES	122796	1	1
11	BIRI	Tampipi ES	122800	1	1
12	BOBON	Eladio T. Balite MSOF	303548	1	1
13	BOBON	J. A. Santos ES	122808	1	1
14	BOBON	J.P. Laurel I ES	122810	1	1
15	BOBON	Calantiao ES	122811	1	1
16	CAPUL	Sagao-Sawan ES	122827	1	1
17	CAPUL	San Luis ES	122828	1	1
18	CAPUL	Sawang ES	122829	1	1
19	CAPUL	Talugaan ES	122830	1	1
20	CATARMAN I	Galutan NHS	303543	1	1
21	CATARMAN I	Galutan ES	122866	1	1
22	CATARMAN II	Macagtas ES	122840	1	1
23	CATARMAN II	Old Rizal ES	122842	1	1



24	LAVEZARES I	Caburihan ES	193009	1	1
25	LAVEZARES I	Baysag PS	193006	1	1
26	LOPE DE VEGA	Bayho ES	123080	1	1
27	LOPE DE VEGA	Bonifacio ES	123081	1	1
28	LOPE DE VEGA	Cag-aguingay ES	123082	1	1
29	LOPE DE VEGA	Cag-amisarag ES	123083	1	1
30	MONDRAGON I	Makiwalo ES	123126	1	1
31	MONDRAGON I	Mondragon I CS	123128	1	1
32	SAN ANTONIO	Dalupirit ES	123198	1	1
33	SAN ANTONIO	Egang ES	123199	1	1
34	SAN JOSE	Aguadahan ES	123220	1	1
35	SAN JOSE	Bagong Sabang ES	123221	1	1
36	SAN JOSE	Bonglas PS	123222	1	1
37	SAN JOSE	Geratag ES	123224	1	1
38	SAN JOSE	Layuhan ES	123226	1	1
39	SAN VICENTE	Sangputan ES	123248	1	1
40	VICTORIA	Buenos Aires ES	123272	1	1
41	VICTORIA	Luisita ES	123277	1	1
43	VICTORIA	Maxvilla ES	123279	1	1
44	CATUBIG I	Hiparayan ES	122883	1	1
45	CATUBIG I	Irawahan ES	122885	1	1
46	GAMAY II	Cadean ES	122921	1	1
47	GAMAY II	Cagamutan CS	122922	1	1
48	SAN ROQUE	Don Juna Avalon NHS	303546	1	1
49	LAOANG I	Yapas ES	122951	1	1
50	LAPINIG	May-igot ES	122999	1	1