



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023- 084

To : **CATHERINE N. MORAL**
Administrative Aide VI

Subject : **DESIGNATION AS SDO FOCAL PERSON FOR SCHOOL TITLING**

Date : April 25, 2023

Pursuant to the Regional Memorandum No. ORD-2023-038 re Designation of School Titling Focal Person per Division, this Office hereby designates you as the focal person for the abovementioned program.

As such, you are expected to:

- a) coordinate with the Schools In-Charge for the gathering of school documents needed for school sites titling;
- b) help expedite and avoid backlogs relating to school titling concerns;
- c) coordinate with the Legal Officer and with the Physical Facilities Coordinator in all tasks relative to the survey, titling and monitoring of school sites;
- d) present and submit reports relative to school sites titling required by offices at all level of governance; and
- e) do other related tasks.

For information and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PH.D, CESO VI
OIC-Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

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Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Digos City
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Office of the Regional Director

REGIONAL MEMORANDUM

ORD- 2023-038

To : SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS

Subject : DESIGNATION OF SCHOOL TITLING FOCAL PERSON
PER DIVISION

Date : March 27, 2023

The Legal Affairs through the Sites Titling Office (STO) conducted a validation for survey and titling of school sites for FY 2023 and monitoring of the survey and titling of school sites in FY 2019- 2021 for Schools Division Offices (SDOs) downloaded with funds for survey and titling last March 22, 2023, at the Department of Education Regional Office XI.

During the course of reporting and discussion, the need to have a designated School Titling Focal Person was raised. The designation of one (1) focal person per division would be of great help to expedite and avoid backlogs relating to school titling-related concerns. It is to be noted that the focal person should not be the division lawyer or engineer as they have already numerous concerns to attend to.

Hence, the directive to all Schools Division Superintendents to assign one (1) personnel to be the School Titling Focal person. Kindly fill in the name of the focal person through the link below on or before April 5, 2023.
https://docs.google.com/spreadsheets/d/1tvLkTS1o7_fwlgnbbDNR9Y2EcKkpWZ2XkPfnPl9eKqU/edit#gid=0

For strict compliance.

ALLAN G. FARNAZO
Director IV *[Signature]*

Enclosed: As stated

ORD/LU 4/mcc

DEPARTMENT OF EDUCATION - REGION XI

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