



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2024-168**

To : **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN**  
**ENGR. HELEN FRANCONAS**

Subject : **ATTENDANCE TO THE SEMINAR ON THE PROCEDURES IN**  
**SCHOOL SITE ACQUISITION AND DOCUMENTATION**  
**(REGISTRATION AND TITLING)**

Date : April 16, 2024

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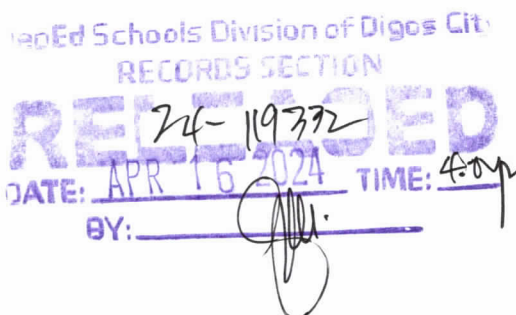
This is in relation to Regional Memorandum ORD-2024-057 dated April 16, 2024, relative to the Seminar on the Procedures in School Site Acquisition and Documentation (Registration and Titling), the Regional and Division Attorneys, Regional and Division Engineers, and Focal Person on School Sites are directed to attend the conference on April 23-26, 2024, at Crown Regency Residences, Davao City.

For your information and compliance.

For and in the absence of the  
Schools Division Superintendent

**MARIA GENEVIEVE T. FRANCISQUETE**  
Assistant Schools Division Superintendent *gn*

Enclosed: As stated.





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

**MEMORANDUM**

OULLA-2024-564

**TO :** ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENT

**FROM :**   
ATTY. OMAR V. ROMERO  
Undersecretary for Legal and Legislative Affairs

  
**ATTY. CHRISTIAN E. RIVERO**  
Director IV  
Supervising Director, Sites Titling Office  
Office of the Undersecretary for Legal and Legislative Affairs

**SUBJECT :** SEMINAR ON THE PROCEDURES IN SCHOOL SITE ACQUISITION  
AND DOCUMENTATION (REGISTRATION AND TITLING)

**DATE :** APR 15 2024

The Sites Titling Office (STO), which is under the Office of the Undersecretary for Legal and Legislative Affairs, is preparing to host a series of seminars on "Procedures in School Site Acquisition and Documentation (Registration and Titling)."

The goal of these seminars is to provide insights into various procedures related to school site titling, updates on laws and jurisprudence, and processes for special patent and presidential proclamation, donation, and usufruct agreements. It will also serve as a platform for discussions and issues related to public school land ownership.

To promote effective learning and encourage interaction, the seminar will be divided into four clusters. The schedule and location for each cluster are as follows:

CLUSTER	Dates	Location
CLUSTER I - MINDANAO (Regions 10, 11, 12, CARAGA)	April 23-26, 2024	Crown Regency Residences, Davao City
CLUSTER II - VISAYAS (Regions 6, 7, 8, 9)	May 14-17, 2024	Within Cebu City

<b>CLUSTER III – LUZON 1</b> (Regions 1, 2, 3, CAR)	May 28-31, 2024	Within Baguio City
<b>CLUSTER IV – LUZON 2</b> (Regions 4A, 4B, 5, NCR)	June 18-21, 2024	Within Cavite

Each Regional Office and Division Office is allowed to nominate up to two representatives from the following personnel:

- Regional and Division Attorneys
- Regional and Division Engineers
- Focal person on school sites

Participants' travel and incidental expenses will be covered by their respective local funds. Participants must register online at <https://forms.office.com/r/tR7uCKnFsc> or via the attached form, which can be emailed to [sto@deped.gov.ph](mailto:sto@deped.gov.ph) by April 19, 2024. Please be aware that only registered participants will be accommodated.

For further details or information, please contact Ms. Hayanie A. Taher at (02) 8637-3743 or via email at [sto@deped.gov.ph](mailto:sto@deped.gov.ph).

For compliance.

*HTL*