



Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-205

To : **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN**
Legal Officer
JIHAN JANE C. MENDEZ
Legal Staff
JOSE ISRAEL MAVILLES
Project Officer Development I
JAPHETH ALGEN GENITA
Technical Assistant II

Subject : **CAPACITY BUILDING ON SCHOOL SITE TITLING FOR
DIVISION OF DAVAO DEL SUR, DIGOS CITY, AND DAVAO CITY**

Date : **July 22, 2025**

1. This is in reference to **Division Memorandum No. OSDS-2025-200** dated July 21, 2025, re: *Capacity Building on School Site Titling for the Divisions of Davao del Sur, Digos City, and Davao City.*
2. The said capacity-building activity aims to equip selected DepEd personnel with updated and practical knowledge on land laws, titling procedures, inter-agency coordination, and land survey validation. Through this initiative, participants are expected to confidently address the technical and legal aspects of school site titling and contribute to the Department's goal of establishing secure and legally owned school grounds.
3. In view thereof, you are hereby directed to attend the said activity on **July 30 to August 1, 2025**, at **Megan Function Hall, Corner Lim Bataan, Digos City.**
4. Travel and other incidental expenses relative to the attendance of the said activity shall be charged against MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
5. Participants are expected to arrive at the venue by 11:00 AM on July 30, 2025. Lunch will be served at 12:00 NN as part of the opening day activities. On the last day, August 1, 2025, the final snacks will be served at 10:00 AM to conclude the activity.
6. For your information and strict compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JUL 23 2025 TIME: 1:14

Melanie F. Estacio
MELANIE F. ESTACIO, PhD., CESO VI
Schools Division Superintendent



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No. (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur
Brgy. Northern Paligue, Davao del Sur

July 21, 2025

DIVISION MEMORANDUM

No. OSDS-2025- 200

**CAPACITY BUILDING ON SCHOOL SITE TITLING FOR DIVISION OF DAVAO
DEL SUR, DIGOS CITY, AND DAVAO CITY**

TO: Schools Division Superintendent
Assistant Schools Division Superintendent
Select Division Personnel
All others concerned

1. In line with the Department of Education's continuing mandate to ensure equitable access to quality basic education and, in particular, its imperative to safeguard the Department's proprietary interest in public school sites, this Office hereby reiterates the necessity to protect said sites from threats of dispossession, reconveyance suits, claims for compensation, and all forms of encumbrances.
2. Accordingly, to address the long-standing challenges related to land dispute and titling of public school sites, the Office of the Schools Division Superintendent, through the Legal Unit, will spearhead the **"Collaborative Solutions for School Site Titling Challenges – Davao Region Focus" on July 30-Aug 1, 2025**. The exact venue will be announced once finalized.
3. The said capacity building aims to equip selected DepEd personnel with updated and practical knowledge on land laws, titling procedures, inter-agency coordination, and land survey validation. Through this initiative, participants are expected to confidently address technical and legal aspects of school site titling and contribute to the Department's goal of establishing secure and legally owned school grounds.
4. Relative to this, selected Division personnel, ASDS, SDS, and members of the Technical Working Group are directed to participate in the activity. The list of participants is attached herewith as **"ANNEX A."**
5. Travel and other incidental expenses shall be charged against MOOE or local funds, subject to the usual accounting and auditing rules and regulations.

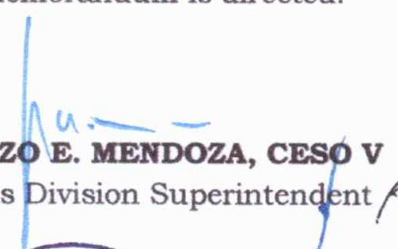


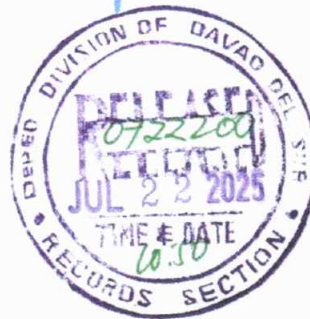
Address: Northern Paligue, Padada, Davao del Sur
Email Address: davaodelsur.division@deped.gov.ph
Website: www.depeddavaodelsur.com



Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur
Brgy. Northern Paligue, Davao del Sur

6. Participants are expected to arrive at the venue by 11:00 AM on July 30, 2025. Lunch will be served at 12:00 NN as part of the opening day activities. On the last day, August 1, 2025, the final snacks will be served at 10:00 AM to conclude the activity.
7. For the detailed schedule, the Program of Activities is attached as Annex B.
8. Immediate and widest dissemination of this memorandum is directed.


LORENZO E. MENDOZA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur
Brgy. Northern Paligue, Davao del Sur

ANNEX A

TECHNICAL WORKING GROUP

| | |
|--|---|
| 1. ENGR. RACHEL BALTAZAR Technical Assistant IV Schools Division of Davao del Sur | 2. STEPHEN MOORE EGCAYOGEN, LPT Technical Assistant II Schools Division of Davao del Sur |
| 3. DWINEE BRYAN GUILARAN Technical Assistant II Schools Division of Davao del Sur | 4. JAPHETH ALGEN GENITA Technical Assistant II Schools Division of Digos City |
| 5. CRIS SANTIBAÑEZ Technical Assistant II Schools Division of Davao City | |

SPEAKERS

| | |
|--|---|
| 6. ATTY. LORENZA PITULAN Attorney V DepEd Region XI | 7. ATTY. MARULI ALI SANCHEZ, LL.M Attorney III Schools Division of Davao del Sur |
| 8. ATTY. CLARISSE JOY ARNAEZ-LLABAN Attorney III Schools Division of Digos City | 9. ATTY. IMMACULATE CLARK-MALINAO, LPT Attorney III Schools Division of Davao City |
| 10. ATTY. KENNERLY ALBERT MALINAO Attorney III Schools Division of Tagum City | 11. EMY GOC-ONG, EdD School Site Focal Person Schools Division of Davao City |

PARTICIPANTS

| | |
|---|--|
| 12. ENGR. LYNDON JR. A. SOMERA ADAS II – School Titling Focal Person Schools Division of Davao del Sur | 13. QUEENIELIZA A. RAMA ADA VI Schools Division of Davao del Sur |
| 14. FLORENTINO BERNARDINO III ADAS III Schools Division of Davao del Sur | 15. JOSE ISRAEL MARAVILLES PDO I - School Titling Focal Person Schools Division of Digos City |
| 16. JIHAN JANE C. MENDEZ ADA VI Schools Division of Digos City | 17. HAREY LYKA ROSEOS AO II School Division of Davao City |
| 18. JOYCE MARTINEZ Technical Assistant II DepEd Region XI | |



Republic of the Philippines
Department of Education
 Region XI
 Schools Division Office of Davao del Sur
 Brgy. Northern Paligue, Davao del Sur

ANNEX B

July 30, 2025 (Day 1)

| TIME | TOPICS | RESOURCE SPEAKERS/IN-CHARGE |
|---------------------|---|--|
| 11:00 AM - 12:00 NN | ARRIVAL | |
| 12:00 NN - 1:00 PM | LUNCH | |
| 1:00 PM - 1:30 PM | REGISTRATION | TWG |
| 1:30 PM - 2:00 PM | OPENING PROGRAM/PRELIMINARIES | AVP |
| | WELCOME REMARKS | DR. LORENZO E. MENDOZA, CESO V Schools Division Superintendent |
| | ACKNOWLEDGEMENT OF PARTICIPANTS | ENGR. RACHEL P. BALTAZAR Technical Assistant IV |
| 2:00 PM - 2:15 PM | MESSAGE | ATTY. MARULI ALI G. SANZHEZ, LL.M Attorney III Davao del Sur |
| 2:15 PM - 3:00 PM | I. DISCUSSION A. Importance of School Site Titling in Ensuring Safe, Legal Learning Spaces | ATTY. MARULI ALI G. SANZHEZ, LL.M Attorney III Davao del Sur |
| 3:00 PM - 3:15 PM | SNACKS | |
| 3:15 PM - 4:00 PM | B. Legal and Regulatory Frameworks Surrounding School Titling <ul style="list-style-type: none"> Modes of Land Acquisition for Public Schools | ATTY. CLARISSE JOY C. ARNAEZ - LLABAN Attorney III Digos City |
| 4:00PM - 5:00 PM | C. Documentary Requirements for Special Patent | EMY B. GOC-ONG, EdD Principal IV - School Titling Focal Person Davao City |
| 5:00 PM - 6:00 PM | DINNER | |



Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur
Brgy. Northern Paligue, Davao del Sur

July 31, 2025 (Day 2)

| TIME | TOPICS | RESOURCE SPEAKERS/IN-CHARGE |
|---------------------|---|---|
| 7:00 AM - 8:00 AM | BREAKFAST | |
| 8:00 AM - 8:30 AM | OPENING PROGRAM/PRELIMINARIES | AVP |
| 8:30 AM - 10:00 AM | D. Indigenous Land, Ancestral Domains and Environmental Considerations in School Land Titling | ATTY. IMMACULATE CLARK-MALINAO, LPT Attorney III Davao del Sur |
| 10:00 AM - 10:15 AM | SNACKS | |
| 10:15 AM - 12:00 NN | E. Ownership Transfer Processes and Legal Precautions for Deed of Donation and Deed of Sale | ATTY. MARULI ALI G. SANCHEZ, LL.M Attorney III Davao del Sur |
| 12:00 NN - 1:00 PM | LUNCH | |
| 1:00 PM - 2:00 PM | F. Legal Basis and Documentary Requirements for Usufruct Agreements | ATTY. CLARISSE JOY C. ARNAEZ-LLABAN Attorney III Digos City |
| 2:00 PM - 3:00 PM | G. Coordination Strategies with LGUs, DENR, DAR, BIR and LRA | ATTY. KENNERLY ALBERT R. MALINAO Attorney III Tagum City |
| 3:00 PM - 3:15 PM | SNACKS | |
| 3:15 PM - 4:00 PM | H. Common Documentation Issues and Legal Workarounds <ul style="list-style-type: none">Incomplete titles, multiple claimants, lacking surveys | ATTY. CLARISSE JOY C. ARNAEZ-LLABAN Attorney III Digos City |
| 4:00 PM - 5:00 PM | I. Challenges and Solutions in Implementing School Land Titling Programs, Best Practices for Securing and Managing School Lands through Titling and Steps on Titling of School Sites | ATTY. IMMACULATE CLARK-MALINAO, LPT Attorney III Davao del Sur |
| 5:00 PM - 6:00 PM | DINNER | |



Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur
Brgy. Northern Paligue, Davao del Sur

August 1, 2025 (Day 3)

| TIME | TOPICS | RESOURCE SPEAKERS/IN-CHARGE |
|------------------------|--|--|
| 7:00 AM – 8:00 AM | BREAKFAST | |
| 8:00 AM – 8:30 AM | OPENING PROGRAM/PRELIMINARIES | AVP |
| 8:30 AM – 10:00 AM | OPEN FORUM | ATTY. LORENZA PITULAN Attorney V Region XI |
| 10:00 AM – 10:15 AM | SNACKS | |
| 10:15 AM – 11:15 AM | CLOSING REMARKS | MARILYN V. DEDUYO, CESO VI Assistant Schools Division Superintendent |
| | AWARDING OF CERTIFICATES TO RESOURCE SPEAKERS | |
| | PHOTO OP | |
| 11:15 AM | DEPARTURE | |

CRIS SANTIBAÑEZ and JAPHETH GENITA
Technical Assistants II
Masters of Ceremony



Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur

July 21, 2025

ATTY. CLARISSE JOY C. ARNAEZ-LLABAN
Attorney III
Division of Digos City

Dear Atty. Arnaez-Llaban:

The Department of Education – Schools Division Office of Davao del Sur will be holding a capacity-building activity on School Site Titling for the Divisions of Davao del Sur, Digos City, and Davao City from **July 30 to August 1, 2025**. The exact venue will be announced once finalized.

This activity is initiated as part of the nationwide effort to address the longstanding challenges in maintaining updated and complete records of school site ownership. For years, issues relating to land ownership, unclear documentation, and incomplete records have posed challenges for the Department in providing stable and permanent learning environments for our students. Through this training, we hope to help address these gaps.

This training aims to provide foundational knowledge and practical guidance to DepEd personnel on the various legal modes of land acquisition—including Usufruct Agreements, Deeds of Donation or Sale, and Special Patents—while also clarifying their roles in data consolidation and documentary compliance.

In this regard, we respectfully invite you to serve as one of our resource speakers for the said activity. We believe that your legal expertise and extensive experience in school site titling and land-related matters will provide invaluable insights and guidance to our attendees.

We are also requesting the participation of your **Legal Assistant and School Sites Titling Focal Person**. Their involvement will further strengthen inter-office coordination and contribute to a more unified approach to school site titling efforts across the region.

We sincerely look forward to your favorable response and to the opportunity of learning from your expertise in support of DepEd's mission to secure safe and legally protected learning environments.




Address: Northern Paligue, Padada, Davao del Sur
Email Address: davaodelsur.division@deped.gov.ph
Website: www.depeddavaodelsur.com



Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur

Should you require additional information or assistance, please feel free to get in touch with us.

Hoping for your positive response.


LORENZO E. MENDOZA, CESO V
Schools Division Superintendent



Address: Northern Paligue, Padada, Davao del Sur
Email Address: davaodelsur.division@depd.gov.ph
Website: www.depeddavaodelsur.com