



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

---

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2025-229**

To : **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN**

Subject : **Attendance to the Capacity Building Seminar for School Heads on the Titling of Lands under the Jurisdiction of the Local Government Unit (LGU), National Housing Authority (NHA), Board of Liquidators, and Other Concerned Government Agencies in the Province of Davao Oriental**

Date : **August 11, 2025**

---

This is in relation to the invitation letter dated August 7, 2025 from the Schools Division Superintendent of Davao Oriental, Dr. Josephine L. Fadul, stating that the Department of Education – Schools Division of Davao Oriental is inviting you to be their Resource Speaker for the conduct of their Capacity Building Seminar for School Heads on the Titling of Lands under the Jurisdiction of the Local Government Unit (LGU), National Housing Authority (NHA), Board of Liquidators, and Other Concerned Government Agencies in the Province of Davao Oriental on August 14-15, 2025 at OK Hotel and Resort, Pulang Pantad, Barangay Badas, Mati City, Davao Oriental, inclusive of travel time.

Food and accommodation shall be charged against line item. Travelling expenses shall be charged against local funds.

For your strict compliance.

DepEd Schools Division of Digos  
RECORDS SECTION

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, Ph.D., CESO VI**  
Schools Division Superintendent

**AUG 11 2025**

**RELEASED**  
DATE: **AUG 12 2025** TIME: **1:19 PM**

BY: *[Signature]*



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

☎ 553-8396/553-8376/553-9170/553-8375 📠 553-8396/553-8376

🌐 [www.depeddigoscity.org](http://www.depeddigoscity.org) ✉ [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

August 7, 2025

**MELANIE P. ESTACIO**

Schools Division Superintendent  
Division of Digos City

Dear Dr. Estacio,

Greetings of peace!

The Department of Education – Schools Division of Davao Oriental will conduct a **Capacity-Building Seminar for School Heads on the Titling of Lands under the Jurisdiction of the Local Government Unit (LGU), National Housing Authority (NHA), Board of Liquidators, and Other Concerned Government Agencies in the Province of Davao Oriental**. This seminar will be held on **August 14-15, 2025**, at **OK Hotel and Resort, Pulang Pantad, Barangay Badas, Mati City, Davao Oriental**.

This activity aims to strengthen the capacity of our school heads by providing them with a clear understanding of the procedures, documentary requirements, and inter-agency coordination necessary for the successful titling of school sites.

In this regard, we are pleased to invite **Atty. Clarisse Joy C. Arnaez-Llaban** to be one of our resource speakers for the seminar. Her valuable expertise and experience in the field of land titling and legal processes would greatly benefit our participants as they work toward securing legal ownership of their respective school sites.

We sincerely hope for your positive response and are looking forward to your participation in this meaningful initiative. Should you require further information or clarification, please do not hesitate to contact us at [davaooriental.legal@deped.gov.ph](mailto:davaooriental.legal@deped.gov.ph) or 0975-509-4493.

Thank you, and we look forward to your favorable response.

Respectfully,

  
**DR. JOSEPHINE L. FADUL**

Schools Division Superintendent



**Address:** Government Center, Dahican, Mati City

**Contact No.:** (087) 388-3372

**Email Address:** [davao.oriental@deped.gov.ph](mailto:davao.oriental@deped.gov.ph)

**Official Website:** <https://depeddavor.com/>

*"Where the Sunrise Beckons the Sweetest Smile"*