



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 718

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

Subject : **ATTENDANCE TO THE CAPACITY BUILDING FOR
SCHOOL HEADS ON THE SCHOOL SITE TITLING
PROCESS**

Date : **October 22, 2025**

In line with the letter request dated October 21, 2025 of Ms. Emma A. Camporeondo, CESO VI, the Assistant Schools Division Superintendent of Davao de Oro, you are hereby directed to attend the capacity building activity of SDO Davao de Oro entitled "**CAPACITY BUILDING FOR SCHOOL HEADS ON THE SCHOOL SITE TITLING PROCESS**" on **October 28-30, 2025** at **Sea Eagle Beach Resort, Mabini, Davao de Oro.**

The transportation and meals shall be charged to local funds.

For your information and strict compliance.

ap/ [Signature]
MELANIE P. ESTACIO, Ph.D, CESO VI

[Signature]
DepEd Schools Division Office - Digos City
Schools Division Superintendent
RECORDS SECTION

Enclosed: As stated.

RELEASED
DATE: OCT 23 2025 TIME: 11:46 AM
BY: [Signature]





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

October 21, 2025

ATTY. CLARISSE JOY ARNAIZ-LLABAN

Attorney III

Schools Division Office of Digos City

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

Subject: Invitation as Resource Speaker for Capacity Building on School Site Titling Process

Ma'am:

The Department of Education, Schools Division Office of Davao de Oro, will conduct a **Capacity Building for School Heads on the School Site Titling Process** and provide technical assistance for schools without titles on **October 28-30, 2025, at Sea Eagle Beach Resort, Mabini, Davao de Davao de Oro.**

This training aims to equip school heads with the knowledge and skills to facilitate school site titling, including the step-by-step process of title transfer and the documentary requirements from concerned government agencies.

In this regard, we respectfully invite you to serve as one of our resource speakers. Your valuable insights on the legal aspects of school site titling and related concerns will greatly aid in guiding our school heads and in ensuring the successful conduct of this program.

For inquiries or confirmation, please contact Engr. Rosalie S. Lina at rosalielina20@gmail.com or 0945-651-6692.

We look forward to your favorable response and greatly appreciate your support in this endeavor.

Respectfully yours,


EMMA A. CAMPOREDONDO, CESO VI
Assistant Schools Division Superintendent



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Doc. Ref. Code	PAWIM-F-020	Rev	00
Effectivity	09.12.22	Page	1 of 1