



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 741

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

Subject : **ATTENDANCE TO THE ADMINISTRATIVE OFFICER II (AO II) CAPACITY BUILDING SEMINAR: SECURING UPDATED SCHOOL SITE INVENTORY THROUGH PROPER ACQUISITION, DOCUMENTATION, AND TITLING PROCEDURES**

Date : **November 7, 2025**

In line with the letter request dated November 6, 2025 of Mr. Rommel R. Jandayan, EdD, CESO VI, the Schools Division Superintendent of Davao Occidental, you are hereby directed to attend the capacity building activity of SDO Davao Occidental entitled **"ADMINISTRATIVE OFFICER II (AO II) CAPACITY BUILDING SEMINAR: SECURING UPDATED SCHOOL SITE INVENTORY THROUGH PROPER ACQUISITION, DOCUMENTATION, AND TITLING PROCEDURES"** on **November 19-21, 2025** at **Venue 88 Resort and Events Place Corporation, Mabuhay Road, General Santos City**.

The transportation and meals shall be charged to local funds.

For your information and strict compliance.

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

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

Enclosed: As stated

DATE: NOV 10 2025 TIME: 2:27 PM
BY: [Signature]





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

November 06, 2025

MELANIE P. ESTACIO, CESO VI
Department of Education
Schools Division Superintendent
Schools Division Office of Digos City

Thru: **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN**
Attorney III
Schools Division Office of Digos

Subject: Invitation as Guest Speaker for Administrative Officer II (AO II) Capacity Building Seminar: Securing Updated School Site Inventory through Proper Acquisition, Documentation, and Titling Procedures.

Warm greetings from the Schools Division Office of Davao Occidental – Legal and Sites Titling Office!

The Department of Education (DepEd), through its various policies, programs, and initiatives, remains committed to securing legal ownership of public school sites by obtaining land titles. This effort aims to protect the interests of schools against lawsuits and claims for compensation filed by private individuals or entities asserting ownership over the land. By obtaining clear land titles, DepEd can eliminate bureaucratic delays, prevent encroachment and adverse claims, and ensure that school properties are not subjected to costly litigation or disputes over ownership.

In line with this commitment, the Department of Education (DepEd), through the Sites Titling Office (STO), is pleased to invite **Atty. Clarisse Joy C. Arnaez-Llaban**, to be our **Resource Speaker** during the *Two-Day Administrative Officer II (AO II) Capacity Building Seminar: Securing Updated School Site Inventory through Proper Acquisition, Documentation, and Titling Procedures*, which will be held on **November 19-21, 2025**, at the **Venue 88 Resort and Events Place Corporation, Mabuhay Road, General Santos City**. Please refer to the attached **Indicative Program of Activities** for the detailed schedule of the seminar.

In this regard, we respectfully request **Atty. Arnaez-Llaban's** participation by providing a lecture and discussion relevant to the seminar and prepare a **Power Point Presentation** as instructional support for their session.

"DaVOcc Leads: As We Turn Visions into Realities"



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We believe that her expertise will greatly contribute to the success of this capacity-building activity, which aims to strengthen the knowledge and skills of DepEd personnel in handling school site acquisition, documentation, and titling processes. Your insights and professional guidance will likewise help ensure the successful implementation of school titling efforts in our province.

Thank you very much for your continued support of DepEd's programs and initiatives. We look forward to your favorable response. For inquiries or further coordination, please feel free to email us at melvin.robles@deped.gov.ph.

Very truly yours,

ROMMEL R. JANDAYAN, EdD, CESO VI

Schools Division Superintendent

Department of Education

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Attachment: Indicative Program of Activities

Administrative Officer II (AO II) Capacity Building Seminar: Securing Updated School Site Inventory through Proper Acquisition, Documentation, and Titling Procedures.

Day 0 (November 19, 2025) – Arrival of the Participants

2:00 PM – 5:00 PM | Arrival and Registration of Participants

6:00 PM – 8:00 PM | Welcome Dinner

Day 1 (November 20, 2025) – Seminar Proper

6:00 AM – 8:00 AM | Breakfast

8:00 AM – 9:00 AM | Opening Program (Invocation, National Anthem)
Welcome Message, Statement of Purpose: **Atty. Glein Mark L. Bodiongan**

9:00 AM – 9:30 AM | Session 1: **Atty. Clarisse Joy C. Arnaez-Llaban**

9:30 AM – 10:00 AM | AM Snacks & Open Forum for Session 1

10:00 AM – 10:30 AM | Session 2: **Atty. Immaculate G. Clark**

10:30 AM – 11:00 AM | Open Forum for Session 2

11:00 AM – 11:30 AM | Session 3: **Atty. Darwin Z. Pulido**

11:30 AM – 12:00 NN | Open Forum for Session 3

12:00 NN – 1:00 PM | Lunch Break

1:00 PM – 1:30 PM | Session 4: **Atty. Lorenza C. Pitulan**

1:30 PM – 2:00 PM | Open Forum for Session 4

2:00 PM – 2:30 PM | Session 5: **Atty. Annalene A. Dacumos**

2:30 PM – 3:00 PM | Open Forum for Session 5 & PM Snacks

3:00 PM – 3:30 PM | Session 6: **Atty. Kennerly Albert R. Malinao**

3:30 PM – 4:00 PM | Open Forum for Session 6

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4:00 PM – 4:30 PM | Session 7: **Atty. Terry Louise P. Boligor-Ocon**

4:30 PM – 5:00 PM | Open Forum for Session 7

5:00 PM – 6:00 PM | Synthesis & Closing of Day 1 Seminar

6:00 PM – 8:00 PM | Dinner and Socials

Day 2 (November 21, 2025) – Continuation of Seminar Proper

6:00 AM – 8:00 AM | Breakfast

8:00 AM – 8:30 AM | Session 8: **Atty. Shemelyn D. Gamorot-Bilbao**

8:30 AM – 9:00 AM | Open Forum for Session 8

9:00 AM – 9:30 AM | Session 9: **Atty. Vevirlie O. Gallo**

9:30 AM – 10:00 AM | AM Snacks & Open Forum for Session 9

10:00 AM – 10:30 AM | Session 10: **Atty. Armando Dalisay Jr.**

10:30 AM – 11:00 AM | Open Forum for Session 10

11:30 AM – 12:00 NN | Session 11: **Atty. Maruli Ali G. Sanchez**

12:00 NN – 1:00 PM | Lunch Break

1:00 PM – 1:30 PM | Session 12: **Atty. Jimar C. Balo**

1:30 PM – 2:00 PM | Open Forum for Session 12

2:00 PM – 3:00 PM | Closing Program (Message of Commitment, Awarding of Certificates) Closing Remarks: **Atty. Glein Mark L. Bodingan**

3:00 – 5:00 PM | Departure of Participants

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