



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

---

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2025-78**

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

**JOSE ISRAEL M. MARAVILLES**  
*Project Development Officer I – School Site Focal Person*

**JAPHETH ALGEN C. GENITA**  
*Technical Assistant II*

Subject : **ATTENDANCE TO THE PROGRAM IMPLEMENTATION  
REVIEW AND PLANNING (YEAR-END ASSESSMENT) FOR  
THE SCHOOL SITE TITLING OF THE DIVISION OF DAVAO  
DEL SUR, DIGOS CITY, AND DAVAO CITY**

Date : **December 11, 2025**

- 
1. In line with the Division of Davao del Sur Memorandum OSDS-2025-323 dated December 9, 2025 and OSDS-2025-324 dated December 11, 2025, re: PROGRAM IMPLEMENTATION REVIEW AND PLANNING (YEAR-END ASSESSMENT) FOR THE SCHOOL SITE TITLING OF THE DIVISION OF DAVAO DEL SUR, DIGOS CITY, AND DAVAO CITY, you are hereby directed to attend the aforementioned activity on **December 16-19, 2025** at **Heavenbount EcoFarm, Bandera Kaputian District, Island Garden City of Samal (IGACOS), Davao del Norte**.
  2. Participants are expected to **arrive** at the venue by **5:00 PM on December 16, 2025**, and **depart on December 19, 2025 at 5:00 PM**.
  3. Food and accommodation of participants, the Program Management Team (PMT), and resource speakers shall be charged to the downloaded Program Support Fund (OSEC-11-25-02980), while travel and other incidental expenses shall be charged to local funds/MOOE and/or PSF, all subject to usual accounting and auditing rules and regulations.
  4. To ensure proper and necessary preparations, the **selected members of the PMT** shall be at the venue by **8:00 AM on December 16, 2025**. Food, travel,





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


---

and other incidental expenses of the PMT in the preparatory period shall be charged to the PSF subject to usual accounting and auditing rules and regulations. *See Enclosure for the members of the PMT in the said Division of Davao del Sur Memorandum OSDS-2025-323.*

5. For your information and strict compliance.

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

For in the absence of the  
Schools Division Superintendent

  
**SOLLIE B. OLIVER, JD, MATE**  
Chief - SGOD  
Officer-in-Charge

Enclosed: As stated.





Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DAVAO DEL SUR**



December 11, 2025

**DIVISION MEMORANDUM**  
OSDS-2025- 324

**FIRST CORRIGENDUM TO DIVISION MEMORANDUM**  
**OSDS-2025-323**

*Re: Program Implementation Review and Planning (Year-End Assessment) for the School Site Tiling of the Division of Davao del Sur, Digos City and Davao City*

TO: Assistant Schools Division Superintendent  
Division School Site Tiling Focal Persons  
Legal Officers  
Select Division Personnel  
All others concerned

1. Relative to the Division Memorandum OSDS-2025-323 regarding the **PROGRAM IMPLEMENTATION REVIEW AND PLANNING (YEAR-END ASSESSMENT) FOR THE SCHOOL SITE TILING OF THE DIVISION OF DAVAO DEL SUR, DIGOS CITY AND DAVAO CITY** on December 16-19, 2025, this Office informs all concerned that the correct venue will be at **Heavenbount EcoFarm, Bandera Kaputian District, Island Garden City of Samal, Davao del Norte** instead of Emilia Oasis of Faith.
2. All other provisions of the said Memorandum still remain in effect.
3. Immediate and widest dissemination of this memorandum is directed.

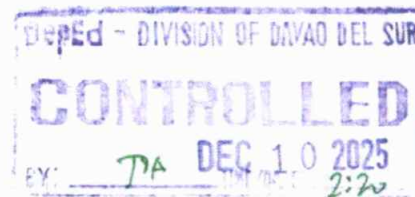
  
**LORENZO E. MENDOZA, CESO V**  
Schools Division Superintendent







Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DAVAO DEL SUR**



December 09, 2025

**DIVISION MEMORANDUM**

OSDS-2025- 323

**PROGRAM IMPLEMENTATION REVIEW AND PLANNING  
(YEAR-END ASSESSMENT) FOR THE SCHOOL SITE TITLING OF THE DIVISION  
OF DAVAO DEL SUR, DIGOS CITY AND DAVAO CITY**

TO: Assistant Schools Division Superintendent  
Selected Division Personnel  
Division School Site Titling Focal Persons  
Legal Officers  
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, through the thrust of the Legal Unit and the Sites Titling Office (STO), shall conduct the **PAGTATASA AT PAGPAPAPLANO: YEAR-END PROGRAM IMPLEMENTATION REVIEW AND PLANNING** for the Divisions of Davao Del Sur, Digos City and Davao City on **December 16-19, 2025** at **Emilia Oasis of Faith, IGACOS**. This activity forms part of the Division's strengthened implementation of the **School-Site Institutional Guidance on Registration and Documentation (S.I.G.U.R.A.D.O.)**, which seeks to ensure that all school sites within the Province of Davao del Sur are properly documented, safeguarded, and supported through unified legal and technical processes.

2. This activity shall serve as a **comprehensive review mechanism** to ensure that all school sites within the said divisions are properly documented, mapped, and processed for titling in coordination with concerned government agencies.

3. This activity aims to evaluate the accomplishments, challenges, and implementation gaps in school site titling for FY 2025; assess the status of land documents, pending requirements, and coordination efforts with partner agencies (DENR, LGUs, NCIP, LRA, etc.); strengthen inter-office collaboration in addressing bottlenecks in titling processes; prepare the consolidated **School Site Titling Implementation Plan for FY 2026**, including targets, timelines, and responsibilities.

4. Participants are expected to **arrive** at the venue by **5:00 PM on December 16, 2025**, and **depart on December 19, 2025 at 5:00 PM**.



Address: Northern Paligue, Padada, Davao del Sur  
Email Address: [davaodelsur.division@deped.gov.ph](mailto:davaodelsur.division@deped.gov.ph)  
Website: [www.deped-davaodelsur.com](http://www.deped-davaodelsur.com)  
SDO-Direct Line: (082)272-4936



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DAVAO DEL SUR**

5. Food and accommodation of participants, the Program Management Team (PMT), and resource speakers shall be charged to the downloaded Program Support Fund (OSEC-11-25-02980), while travel and other incidental expenses shall be charged to local funds/MOOE and/or PSF, all subject to usual accounting and auditing rules and regulations.
6. To ensure proper and necessary preparations, the **selected members of the PMT** shall be at the venue by **8:00 AM on December 16, 2025**. Food, travel, and other incidental expenses of the PMT in the preparatory period shall be charged to the PSF subject to usual accounting and auditing rules and regulations. *See Enclosure for the members of the PMT and schedule of reporting.*
7. For more information, questions or concerns, please contact Joveth G. Tubiano, Project Development Officer through these channels: **SMS/Phone Call** 09054424100 (TM or Globe) or send your emails at [joveth.tubiano@deped.gov.ph](mailto:joveth.tubiano@deped.gov.ph).
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 OF DAVAO DEL SUR**

**Enclosure:**

<b>PROGRAM MANAGEMENT TEAM</b>	
<b>NAME</b>	<b>DESIGNATION/OFFICE</b>
<b>December 16 (8am) to 19, 2025</b>	
<b>1. JOVETH G. TUBIANO</b>	Project Development Officer I - School Site Focal Person/ Division of Davao del Sur
<b>2. ENGR. RACHEL P. BALTAZAR</b>	Technical Assistant IV/ Division of Davao del Sur
<b>3. STEPHEN MOORE H. EGCAYOGEN</b>	Technical Assistant II/ Division of Davao del Sur
<b>4. DWINEE BRYAN P. GUILARAN</b>	Technical Assistant II/ Division of Davao del Sur
<b>5. JAPHETH ALGEN C. GENITA</b>	Technical Assistant II/ Division of Digos City
<b>6. JOHN STEPHEN E. LUNA</b>	Technical Assistant II/ Division of Davao City
<b>7. QUEENIELIZA A. RAMA</b>	Administrative Aide VI/ Division of Davao del Sur
<b>8. CRIS P. SANTIBAÑEZ</b>	Administrative Officer II/ Division of Davao City

<b>PARTICIPANTS</b>	
<b>1. LORENZO E. MENDOZA, CESO V</b> Schools Division Superintendent Schools Division of Davao del Sur	<b>2. MARILYN V. DEDUYO, CESO VI</b> Assistant Schools Division Superintendent Schools Division of Davao del Sur
<b>3. ATTY. MARULI ALI G. SANCHEZ, LL.M</b> Attorney III/Division of Davao del Sur	<b>4. ENGR. ARIEL D. DUCO</b> Engineer III /Division of Davao del Sur
<b>5. ATTY. CLARISSE JOY C. ARNAEZ-LLABAN</b> Attorney III/Division of Digos City	<b>6. ATTY. IMMACULATE G. CLARK-MALINAO, LPT</b> Attorney III/Division of Davao City
<b>7. ATTY. KENNERLY ALBERT R. MALINAO, CPA</b> Attorney III/Division of Tagum City	<b>8. ATTY. LORENZA C. PITULAN</b> Attorney V/DepEd Region XI
<b>9. EMY B. GOC-ONG</b> Principal IV – School Site Focal Person/Division of Davao City	<b>10. JOANNA PAULA M. CAGAPE</b> Legal Assistant I/Division of Davao City
<b>11. JESSI S. SAJOL, PhD</b> EPS - SGOD	<b>12. JOSE ISRAEL M. MARAVILLES</b> Project Development Officer I – School Site Focal Person/Division of Digos City
<b>13. JADE MIRAFUENTES</b> Legal Assistant I/Division of Davao del Sur	<b>14. FLORENTINO BERNARDINO III</b> Administrative Assistant III/Division of Davao del Sur
<b>15. ATTY. SHEMELYN BILBAO</b> Attorney III/DepEd Region XI	