



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-074

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

JAPHETH ALGEN GENITA
Technical Assistant II

JOSE ISRAEL M. MARAVILLES
Project Development Officer I

Subject : **ATTENDANCE TO THE SCHOOL SITE TITLING
MONTHLY MEETING**

Date : **January 30, 2026**

1. In response to the request letter by the Schools Division Superintendent of Davao del Sur, Mr. Lorenzo E. Mendoza, CESO V, re: Request for Participation on the School Site Titling Monthly Meeting, dated January 28, 2026, you are hereby directed to attend the said school site titling monthly meeting on **February 3, 2026** at the **Schools Division Office of Davao del Sur, Padada, Davao del Sur**.
2. Travel and other incidental expenses relative to the attendance of the said meeting will be charged against local funds or other funds which may be applicable, subject to usual accounting and auditing rules and regulations.
3. For your information and strict compliance.

DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: 02 FEB 2026 TIME: 12:45 PM
BY: *[Signature]*

Enclosed: As stated.

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





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

January 28, 2026

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

Subject: Request for Participation on the School Site Titling Monthly Meeting

Dear **Superintendent Estacio**:

Good day in the spirit of public service!

In line with the Department of Education's (DepEd) mandate to ensure safe and permanent learning spaces for all learners, it is imperative to fast-track the titling of public school sites.

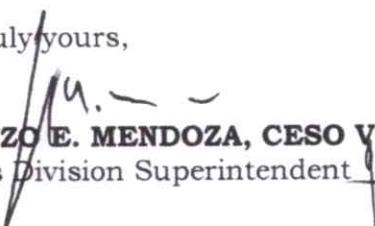
To facilitate this, our office will be conducting monthly coordination meetings throughout FY 2026 focusing on school site titling. These meetings will serve as a venue for regular monitoring, and collaboration among the different divisions within the Province of Davao del Sur. The activity aims to streamline processes, share updates and strategies on legal documentations, and accelerate progress toward securing land ownership for all public schools.

In line with this, may we respectfully request the participation of **Atty. Clarisse Arnaez-Llaban**, Attorney III, **Japheth Algen C. Genita**, Technical Assistant II and **Jose Israel M. Maravilles**, PDO I, to attend the monthly meeting on School Titling of the Divisions of Davao del Sur, Digos City, and Davao City to be held at this office on **February 3, 2026**.

Their attendance will ensure active participation in the discussions and coordination regarding the ongoing school titling activities and related concerns.

We hope for your kind consideration and favorable approval of this request. Thank you.

Very truly yours,


LORENZO E. MENDOZA, CESO V
Schools Division Superintendent