



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

14 October 2025


DIVISION MEMORANDUM  
No. **723** s. 2025

**CONDUCT OF CAPACITY DEVELOPMENT SEMINAR ON SCHOOL SITE  
TITLING TITLED "GROUNDED FOR GROWTH: SECURING LAND  
OWNERSHIP FOR FUTURE LEARNERS"**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to **DM 600, S. 2025** titled **Pre-Seminar Survey for Capacity Development Seminar**, the School Sites Titling Team under the Legal Unit of DepEd-Quezon will be conducting a **Capacity Development Seminar on School Sites Titling** as part of the continuing efforts to secure legal ownership of public-school sites on **November 10-12, 2025**. The **final venue** shall be announced through a separate Memorandum.
2. This activity aims to strengthen the capacity of school heads and concerned personnel in the facilitation of school sites titling. Moreover, it aims to:
  - a. strengthen the local capacity of school heads to facilitate and accelerate school sites titling through informed and coordinated action;
  - b. clarify agency roles and requirements for the Bureau of Internal Revenue (BIR), Department of Environment and Natural Resources (DENR), Land Registration Authority (LRA), and Department of Education (DepEd); and
  - c. deepen the understanding of the attendees of the legal and administrative processes involved in school sites titling.
3. Participants will be shortlisted from among the respondents of the pre-seminar survey, with priority given to school heads who have indicated urgent concerns regarding their school sites, as referenced in **DepEd Quezon Division Memorandum No. 819, s. 2025**. Kindly refer to the **Enclosure 1** of **selected participants**.
  - a. **Future Batches** – For schools not included in the current batch, future capacity development activities will be explored to ensure that all site-related concerns are addressed in a timely and inclusive manner. Updates shall be disseminated through official channels as plans are finalized.
  - b. **Seminar Design** – The seminar is designed as a **live-in activity**. While staying in is not mandatory, it is **strongly encouraged** to avoid travel inconvenience and to ensure maximum participation. Necessary arrangements for accommodation and meals have been prepared for all participants.



- c. Funding and Reimbursement** – All expenses for accommodation, food, and transportation shall be charged against the **Sites Titling Project Funds/SARO**, subject to the usual accounting and auditing rules and regulations.
- d.** Participants must submit **all required travel reimbursement documents** on or before **November 13, 2025**, including:
- Three (3) copies of fully signed travel reimbursement forms;
  - A photocopy of their Landbank ATM details; and
  - The prescribed **Obligation Request Status (ORS)** and **Disbursement Voucher (DV)** complete with account number and recipient's signature.
- e. Travel Entitlement** – Participants who will be traveling from locations **beyond 50 kilometers** and/or arriving a day prior to the seminar's start are entitled to claim reimbursement in accordance with **DepEd Order No. 022, s. 2019**, titled "**Guidelines on Official Local Travels in the Department of Education**".
4. All participants are required to register online through the link: <https://forms.gle/pTBScotBkXfb6Hd18> or by scanning the QR code provided. Registration must be completed **on or before October 13, 2025**.
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5. For further queries or clarifications, please contact the **Sites Titling Team** through email at [sdoquezondeped@gmail.com](mailto:sdoquezondeped@gmail.com) or via landline at **(042) 784-0366 / (042) 784-0321 local 140**.
6. Immediate dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**EDWIN R. RODRIGUEZ**  
Chief Education Supervisor-CID  
Officer-In-Charge

Encl.: As stated

References: DM 600, S. 2025

DepEd Quezon Division Memorandum No. 819, s. 2025

DepEd Order No. 022, s. 2019

To be indicated in the Perpetual Index  
under the following subjects:

CAPACITY DEVELOPMENT  
SEMINAR  
SCHOOL SITES TITLING

SGOD- conduct of capacity development seminar on school site titling titled "grounded for growth:  
securing land ownership for future learners"  
2J7RI-000081/October 14, 2025



Enclosure 1

**List of Participants Schools for Capacity Development Seminar  
on School Site Titling**

| No. | Name                      | Position                                        | Office/School                          |
|-----|---------------------------|-------------------------------------------------|----------------------------------------|
| 1   | Celedonio B. Balderas Jr. | Schools Division Superintendent                 | Schools Division Office                |
| 2   | Herbert D. Perez          | Assistant Schools Division Superintendent       | Schools Division Office                |
| 3   | Jaypee A. Escobar         | Technical Assistant IV (ENGR II)                | Schools Division Office                |
| 4   | Girlye A. Abaricia        | Head Teacher III                                | Tayabas West Central School II         |
| 5   | Teresa E. Andaya          | School Principal II                             | East Palale Elementary School          |
| 6   | Honesto P. Caagbay Jr.    | School Principal I                              | Calumpang Integrated School            |
| 7   | Regicelle D. Cabaysa      | School Principal I                              | Lalo Elementary School                 |
| 8   | Democrito C. Cabile Jr.   | School Principal I                              | Pandakaki Integrated School            |
| 9   | Mary Grace M. Cabili      | Dapdap Integrated School                        | Dapdap Integrated School               |
| 10  | Reniel N. Cabuyao         | Teacher III / Officer in-Charge                 | Valencia Elementary School             |
| 11  | Aldwin V. Capistrano      | Head Teacher III                                | Gibanga Elementary School              |
| 12  | Gener C. Delos Reyes      | School Principal IV                             | Luis Palad Integrated High School      |
| 13  | Emelia R. Eclarin         | Assistant School Principal II/Officer-in-Charge | Eugenio Francia Integrated School      |
| 14  | Dennis O. Labita          | School Principal III                            | Potol Elementary School                |
| 15  | Larvin O. Labrada         | Head Teacher III                                | Lakawan Elementary School              |
| 16  | Corazon M. Oabel          | School Principal II                             | West Palale Elementary School          |
| 17  | Arlene D. Pagana          | Teacher III / Officer in-Charge                 | Masin Elementary School (ES)           |
| 18  | Ingrid A. Palad           | School Principal II                             | South Palale Elementary School (ES)    |
| 19  | Evelyn R. Palambiano      | School Principal II                             | Mate Integrated School                 |
| 20  | Ronan R. Ranillo          | School Principal III                            | Tayabas East Central School            |
| 21  | Rowena O. Sabiduria       | School Principal I                              | Cipriano J. Querubin Elementary School |