



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

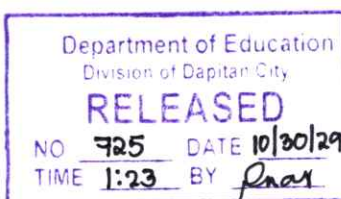
27 October 2025

DIVISION MEMORANDUM
OSDS-2025- 725

TO: **Atty. Trizia Glae R. Tubungbanua-Chan** Attorney III
Ma. Alessandra L. Eguia Legal Assistant I
Engr. Anjie C. Rabe DepEd Engineer III
Joan J. Duhaylungsod Admin Officer II, Ilaya NHS
Mary Ann Z. Cagatan Head Teacher III, Napo ES
Joel Q. Ruiz Head Teacher VI, Lawaan ES
Maricel T. Gagan Head Teacher I, San Francisco ES
Marie D. Medija Admin Officer II, Owaon ES

**PARTICIPANTS OF THE CAPACITY BUILDING ON SCHOOL LEGAL OWNERSHIP,
DOCUMENTATION, AND TITLING PROCEDURES**

1. Pursuant to the 5-Point Agenda of the Department of Education and the SHRINE Strategic Framework under the pillar “Nurturing Partnerships and Governance,” the Schools Division of Dapitan City will be sending eight participants to the **Capacity Building on School Legal Ownership, Documentation, and Titling Procedures** on **November 4–7, 2025** at **Manuel Resort, Piñan, Zamboanga del Norte** per invitation of the host DepEd Schools Division of Zamboanga del Norte.
2. This live-in training aims to strengthen the capacity of school and division personnel in handling legal processes related to school site ownership, documentation, and titling, thereby promoting responsible governance.
3. Participants may check-in starting November 3, 2025 at 2:00 PM.
4. School-based participants are advised to **bring relevant school site documents** (e.g., land titles, tax declarations, site development plans, MOAs, etc.) and **laptops with extension cords and other necessary devices** that may be needed during the workshop. All participants are further requested to prepare and submit their travel orders immediately for approval by the Schools Division Superintendent.
5. For further details and coordination, please contact the Legal Unit of the Division Office.
6. For immediate and appropriate action.



JAY S. MONTEALTO, EdD, JD, CESO VI
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City
0912-617-7243
www.depeddapitancity.net
dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





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PROGRAM FLOW		
TIME	ACTIVITY	RESPONSIBLE PERSON
DAY 1		
8:00 AM – 9:00 AM	Travel Time to Venue	All participants
9:00 AM-9:30AM	Registration	STO Secretariat
9:30AM-9:40AM	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Regional Hymn 	Multi-Media Multi-Media Multi-Media
9:40AM-9:50AM	Opening Remarks	Atty. Rey P. Janolino, Jr.
9:50AM-10:00AM	Welcome Message	MAJARANI M. JACINTO Edd, CESO V Schools Division Superintendent
10:00AM-10:10AM	Acknowledgement of Central Office's Personnel	Central Office Personnel
10:10AM-10:15AM	Introduction of Newly-Hired Technical Assistants and Its Role in School Titling	Atty. Rey P. Janolino, Jr.
10:15AM-10:30AM	Province Update on School Sites Data	Central Office Personnel
10:30AM-10:35AM	Introduction of Resource Speaker	Maria Ignacia R. Paco Technical Assistant II
10:35AM-11:30AM	Land Titling for Public Schools: PENRO's Mandate and Responsibilities	PENRO Personnel
11:30AM-12:00NN	Inquiry Session	PENRO Personnel
12:00NN-1:00PM	Lunch	
1:00PM-1:15PM	Ice Breaker	All participants
1:15PM-1:20PM	Introduction of Resource Speaker	Joseph Grant B. Apurado Technical Assistant II
1:20PM-2:15PM	Documentation Requirements & Titling Process Steps	Bureau of Internal Revenue Officer
2:15PM-2:20PM	Introduction of Resource Speaker	Maureen Anne M. Bangcale Technical Assistant II
2:20PM-3:15PM	Documentation Requirements & Titling Process Steps	ROD Officer
3:15PM-3:30PM	Health Break	
3:30PM-5:00PM	Question and Answer	BIR and ROD Personnel
5:00PM-6:00PM	Dinner	
DAY 2		



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8:00AM – 8:15AM	Preliminaries	Master of Ceremony
8:15AM – 8:30AM	Morning Exercise	Master of Ceremony
8:30AM-10:00AM	Discussion of Issues concerning School Site Landownership Due Diligence & Titling Documentation	Atty. Blake Feken (Central Office)
10:00AM-10:15AM	Health Break	
10:15AM-11:30AM	Open Forum	Atty. Blake Feken
11:30AM-1:00PM	Lunch	
1:00PM-1:15PM	Post-lunch Aerobics	All participants
1:15 PM – 3:00 PM	Workshop: Schools Document Scanning and Review Prioritization of immediate concerns	Division Personnel and Schools Heads and/or AOs
3:00 PM – 3:10 PM	Afternoon Break	
3:10 PM – 5:00 PM	Review and Discussions based on the result of Workshop 1: - Findings - Addressing Gaps FAQs	Facilitated by Atty Blake Feken and Other Resource Persons
5:00PM – 6:00PM	Dinner	
DAY 3		
8:00 AM – 8:15:00 AM	Preliminaries	Master of Ceremony
8:15 AM – 10:00 AM	Presentation of Workshop Output (By Divisions)	Division Representative
10:00 AM – 10:15 AM	Morning Break	
10:15 AM – 12:00 NN	Presentation of Workshop Output (By Divisions)	Division Representative
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Discussion on Troubleshooting of issues and concerns on Sites Titling and Acquisition	Atty. Blake Feken
3:00 PM – 3:10 PM	Afternoon Break	
3:10 PM – 5:00 PM	Open Forum	Atty. Blake Feken and Resource Person
DAY 4		
8:00 AM – 8:15:00 AM	Preliminaries	Master of Ceremony



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8:15 – 10:00 AM	Discussion on Acquisition of Sites	Atty. Blake Feken
10:00 AM – 10:10 AM	Morning Break	
10:10 AM – 11:30 AM	Question and Answer	Atty. Blake Feken
11:30AM – 1:00PM	Lunch and Check out	
1:00PM – 2:00PM	Wrapping up and ways forward	Atty. Blake Feken
2:00PM-2:30PM	Closing Message	Atty. Ma. Cecille Bastasa-Tanaga
2:30 PM – 4:00 PM	Distribution of Certificates and Photo Ops	All participants
4:00 PM-5:00PM	Giving out of Packed Dinner	All participants
Master Ceremony	of <i>Maureen Anne M. Bangcale</i>	<i>Technical Assistant II</i>
Head Secretariat	of <i>Christian D. Lagahit</i>	<i>Technical Assistant II</i>