

05 **Nov 2025** 

**DIVISION MEMORANDUM** No. <u>698</u>, s. **2025** 

#### TRAINING ON LEGAL COMPLIANCE, ACQUISITION, AND TITLING PROCESS OF SCHOOL SITES

To: Assistant Schools Division Superintendent **OIC-CID Chief Education Supervisor OIC-SGOD Chief Education Supervisor Education Program Supervisor** School Heads/OICs (All Public Schools) All Others Concerned

- Attached is the communication letter from the Schools Division Office of Cavite 1. Province, in coordination with the School Titling Office, inviting schools to attend the "Training on Legal Compliance, Acquisition, and Titling Process of School Sites" on November 20-21, 2025 at Tanza Oasis Hotel and Resort, Brgy. Capipisa, Tanza, Cavite, for information, guidance, and compliance.
- All School Head, Legal Officer, and Engineer shall attend and register through this link: https://forms.office.com/r/HQLu92KUYQ, on or before November 6, 2025.
- 3. For immediate dissemination.

Digitally signed by Mendoza Homer Date: 2025.11.05 15:43:39 +08:00

HOMER N. MENDOZA Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent

Encl.: As stated Reference: None

To be indicated in the Perpetual Index

under the following subject: TRAINING PROGRAMS

**SITES** 

SGOD/JDMM/02-SEP-2025







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## Department of Education

## REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

October 22, 2025

#### DR. HOMER N. MENDOZA

OIC – Schools Division Superintendent City Schools Division of Imus City

Dear Sir,

Good day!

Pursuant to the Department of Education's continuous efforts to secure ownership of public school sites and in support of the National School Sites Titling Program, this Office cordially invites your school to participate in the "Training on Legal Compliance, Acquisition, and Titling Process of School Sites", which will be conducted on November 17–21, 2025, at Tanza Oasis Hotel and Resort, Brgy. Capipisa, Tanza, Cavite.

This five-day live-in activity will be held in two clusters, as follows:

DATE	PARTICIPANTS	
November 17-21, 2025	Program Management Team, Resource Speakers, and STO – Central Office Representatives	
<b>CLUSTER 1</b> November 18-19, 2025	School heads from Cavite Province	
<b>CLUSTER 2</b> November 20-21, 2025	School heads, (1) Legal Officer and (1) Engineer from City Division office of Bacoor, Dasmariñas, Cavite City, Imus and General Trias.	

In reference to the schedule above, each City Division Office is requested to send all the School Heads, one (1) Legal Officer, and one (1) Engineer attend the Cluster 2 session on November 20–21, 2025.

This activity aims to enhance the participants' understanding of the legal mandates, documentary requirements, and standard procedures related to school site titling. It also seeks to strengthen institutional compliance,







## Department of Education

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improve documentation efficiency, and address land-related issues affecting schools, thereby contributing to the government's goal of ensuring legally secured and sustainable educational facilities.

Expenses for food and accommodation of participants shall be charged to the Schools Division of Cavite Province – Sites Titling Office Funds, while transportation and incidental expenses shall be charged to available local funds, subject to the usual accounting and auditing rules and regulations.

All participants are requested to confirm their attendance on or before November 3, 2025, through the following registration link or QR code:

Registration Link: https://forms.office.com/r/HQLu92KUYQ

Scan QR Code for Registration:



For inquiries and clarifications, please contact Engr. Ivan Joseph D. Lim or Ms. Kathlene Joy L. Narte through Viber numbers 0967 284 0667 / 0976 142 6472.

Attached is the indicative program matrix for reference.

Your support and active participation in this important capacity-building activity are highly encouraged.

Thank you.

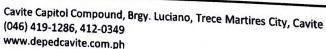
Respectfully,

ROSEMARIE D. TORRES, CESO Y Schools Division Superintendent









deped.cavite@deped.gov.ph



## Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

## TRAINING ON LEGAL COMPLIANCE, ACQUISITION AND TITLING PROCESS OF SCHOOL SITES

November 17-21, 2025 Tanza Oasis Hotel and Resort

Date/ Time	Activity	Speaker/ Facilitator
Day 1		
7:00-8:00 a.m.	Arrival and Registration	PMT
	Preliminaries	- 141 1
8:00-8:20 a.m.		
	National Anthem	
	Invocation	Rolando Icasas III/Lizette Lei
	Bagong Pilipinas Hymn	Bleza
	DepEd Quality Policy Statement Presentation of Activity Rationale	Technical Assistant II, Legal Unit- STO
	and/ or Objectives	310
	Attendance Check/Roll Call	
	Energizer	
A 14 A 14	Expectation Setting	
8:20-8:40 a.m.	Opening Message	Atty. Christian E. Rivero
0.40.0.00	In a minution of B.A	Director IV, STO Dr. Rosemarie D. Torres
8:40-9:00 am	Inspirational Message	Dr. Rosemarie D. Forres
		Schools Division Superintendent
9:00-10:00 a.m.	Topic 1: Overview on National	Resource Speaker from STO-
J.00-10.00 d.m.	Policy Framework, Legal Bases	Central Office
	and DepEd Mandate on School	
	Sites Titling	
10:00-10:15 a.m.	Health Break	D Our share from STO
10:15-12:00 a.m.	Topic 2: Basic of Sites Titling	Resource Speaker from STO- Central Office
	Discussion on Acquisition of Sites	Central Office
12:00-1:00 p.m.	Lunch Break	
1:00-1:10 p.m.	Unfreezing	
1:10-3:00 p.m.	Topic 3: Discussion of issues	
	concerning School Site Landownership Due Diligence &	Atty. Blake Feken
	Titling Documentation	
3:00-3:15 p.m.	Health Break	
3:00-5:00 p.m.	Technical Assistance – Q&A	
0.00 0.00 p.m.	Schools Document Scanning and	Atty. Blake Feken
	Review	
	n i was at a set a	
	Prioritization of immediate	
	concerns	
5:00-5:05 p.m.	Administrative Announcement	PMT
Day 2		
	T	
8:30-9:00 a.m.	Preliminaries	





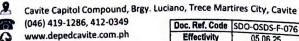


# Department of Education REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

		Rolando Icasas III/Lizette Lei Bleza Technical Assistant II, Legal Unit- STO
9:00 – 10:00	Group Activity	Rolando Icasas III/Lizette Lei Bleza Technical Assistant II, Legal Unit- STO
10:00-10:15 a.m.	Health Break	
10:15-12:00 p.m.	Topic 4: Discussion on Troubleshooting of issues and concerns on Sites Titling and Acquisition	Atty. Blake Feken /Atty. Jose Raymundo Macedon C. Alarcon LRA
12:00-1:00 p.m.	Lunch Break	
1:00-1:10 p.m.	Unfreezing	
1:10-3:00 p.m.	Open Forum	Atty. Blake Feken and Resource Person/ Atty. Jose Raymundo Macedon C. Alarcon
3;00-3:15 p.m.	Health Break	
3:15-3:40 p.m.	Wrapping up and ways forward	
3:40-4:00 p.m.	Closing Message	Resource Speaker from STO- Central Office
4:00-4:30 p.m.	Closing Awarding of Certificates Evaluation Photo Opportunity	Atty. Daniel V. Carpina Attorney III, Legal Unit
4:30 p.m. and beyond	Departure from the Venue	







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