



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

05 Nov 2025

DIVISION MEMORANDUM
No. 698, 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

1. Attached is the communication letter from the Schools Division Office of Cavite 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.
2. 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
Napenas
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



Republic of the Philippines
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
CLUSTER 1 November 18-19, 2025	School heads from Cavite Province
CLUSTER 2 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 to 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,



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

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



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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
8:00-8:20 a.m.	Preliminaries National Anthem Invocation Bagong Pilipinas Hymn DepEd Quality Policy Statement Presentation of Activity Rationale and/ or Objectives Attendance Check/Roll Call Energizer Expectation Setting	Rolando Icasas III/Lizette Lei Bleza <i>Technical Assistant II, Legal Unit- STO</i>
8:20-8:40 a.m.	Opening Message	Atty. Christian E. Rivero <i>Director IV, STO</i>
8:40-9:00 am	Inspirational Message	Dr. Rosemarie D. Torres <i>Schools Division Superintendent</i>
9:00-10:00 a.m.	Topic 1: Overview on National Policy Framework, Legal Bases and DepEd Mandate on School Sites Titling	Resource Speaker from STO-Central Office
10:00-10:15 a.m.	Health Break	
10:15-12:00 a.m.	Topic 2: Basic of Sites Titling Discussion on Acquisition of Sites	Resource Speaker from STO-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 & Titling Documentation	Atty. Blake Feken
3:00-3:15 p.m.	Health Break	
3:00-5:00 p.m.	Technical Assistance – Q&A Schools Document Scanning and Review Prioritization of immediate concerns	Atty. Blake Feken
5:00-5:05 p.m.	Administrative Announcement	PMT
Day 2		
8:30-9:00 a.m.	Preliminaries	



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

		Rolando Icasas III/Lizette Lei Bleza <i>Technical Assistant II, Legal Unit-STO</i>
9:00 – 10:00	Group Activity	Rolando Icasas III/Lizette Lei Bleza <i>Technical Assistant II, Legal Unit-STO</i>
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	
<i>(Additional rows may be added if necessary)</i>		