



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

05 Aug 2025

DIVISION MEMORANDUM

CID-2025-227

TECHNICAL ASSISTANCE ON THE PREPARATION OF REQUIRED
DOCUMENTS FOR SURVEYING, TITLING OF SCHOOL SITES
AND REGISTRATION OF SPECIAL PATENTS IN THE
REGISTRY FOR THE SCHOOLS IN THE
MUNICIPALITY OF MAITUM

To: Public Schools District Supervisor, District Principal in-charge
Public Elementary and Secondary School heads
All Others Concerned

1. In reference to Division Memorandum OSDS-2025-085 on the Submission of Required Documents for Surveying, Titling of School Sites and Registration of Special Patents in the Registry, the District Instructional Supervision Section of Maitum in collaboration with the Division Legal Unit, hereby schedules the conduct of **Technical Assistance on the preparation of the required documents relative to the Titling of School Sites and registration of special patents in the registry for the schools in the Municipality of Maitum** on August 5–7, 2025 at the District Kiosk, Maitum.
2. The participants to this activity are the school heads of the Municipality of Maitum. All concerned School Heads are directed to be at the venue on Day 1 on or before 8:30 in the morning for an orientation.
3. Enclosed is the list of participants and activity matrix for easy reference.
4. Transportation and other incidental expenses relative to this activity are chargeable against MOOE and other available local funds subject to the usual accounting and auditing rules and regulations.
5. For inquiries, contact Argelio D. Arago at 09757538928.
6. Immediate dissemination of this memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index



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under the following subjects:

PROGRAMS

JBA/CID/MLA – technical assistance on the preparation of required documents for surveying, titling of school sites and registration of special patents in the registry for the schools in the municipality of maitum
0701/August 5, 2025



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Enclosure 1

List of Participants

No	Name of Participants	Position	School/Station
1.	Sepher E. Pagaray	P-I	Pangi Elementary School
2.	Ailen M. Valdez	T-III	Kiayap Elementary School
3	Richard Rayray	T-I	Angko Elementary School
4	Jayson Mobesar	T-III	Batian Elementary School
5	Editha Piang	HT-1	Pinol Elementary School
6	Rolando Balaza	T-I	Henry Molok Reiland Jr. ES
7	Analyn T. Barretto	P-I	Rudes Elementary School
8	Marjorie Rebuena	T-III	Lomutan Elementary School
9	Montasir Ali	T-III	Mindupok Elementary School
10	Jeonard Yata	P-I	Ticulab Elementary School
11	Edward Protacio Jr.	T-II	James Alfred Strong IS
12	Christopher Tanedo	T-III	Wata Wanan IP School
13	Cheryl Ruth Bacolod	T-III	Tuanadatu Elementary School
14	Hemilda Napila	P-1	Malalag National HS-Upo Annex
15	Sandra Luck Nantin	T-III	Sitio Nara Elementary School

Program Management Team

Role	Name	Position
Program Holders	Argelio D. Arago	PSDS



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	Eriel L. Napila	P-II
Secretariat	Ailen M. Valdez	T-III
	Joel F. Gutierrez Jr.	P-I



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Enclosure 2

MATRIX OF ACTIVITIES

Time	Activities	Person In-charge
August 5	Orientation of school heads and designated personnel on the legal requirements and documentary processes involved in land title acquisition and school site patent registration.	Legal Team
August 6-7	Review the completeness, accuracy, and authenticity of school documents submitted for land titling and patent registration Provision of technical guidance and corrective recommendations to schools with incomplete or non-compliant documentation to facilitate successful registration and titling.	Legal Team