



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

01 Aug 2025

DIVISION MEMORANDUM

OSDS-2025-106

**CONDUCT OF SITE VISIT AND OCCULAR INSPECTION FOR THE SURVEYING,
TITLING OF SCHOOL SITES AND REGISTRATION OF SCHOOL PATENTS IN
THE REGISTRY TO THE SELECTED SCHOOL OF GLAN, SARANGANI
PROVINCE**

To: Public Schools District Supervisor
Public Elementary and Secondary School Heads
All others concerned

1. In reference to the Division Memorandum OSDS-2025-085 dated July 1, 2025, this office hereby allows the personnel listed below to conduct site visit and ocular inspection of selected schools in Glan, Sarangani Province in preparation for the titling of school sites:

Name of Personnel	Position
1. Atty. Diana Mae M. Balanay-Tampe	Legal Officer III
2. Jasmine Abapo	Administrative Officer II
3. Engr Faith John L. Bedicer	Technical Assistant IV
4. Mary Grace T. Insao	Technical Assistant II
5. Lovelyn G. Jayag	Technical Assistant II
6. Connie Kyle A. Acebar	Technical Assistant II
7. Lady Ann L. Veresraiz	Technical Assistant II

2. Further, the following selected schools are also directed to prepare original, and photocopy of all documents related to the school titling.

July 29, 2025 – Glan 1 District
July 30, 2025 – Glan 2 District
July 31, 2025 – Glan 3 District
August 1, 2025 – Glan 4 District



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3. Travel and other incidental expenses of the identified personnel shall be charged against the Titling Program Support Funds, subject to the usual accounting and auditing rules and regulations.
4. Should there be any concerns regarding this matter, please contact the Division Legal Officer, Atty. Diana Mae Balanay- Tampe, through 09566657577 / legalunit.sarangani@deped.gov.ph.
5. For information, guidance, and compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

FORMS

RDB/OSDS/MLA – conduct of site visit and ocular inspection for the surveying, titling of school sites
and registration of school patents in the registry
to the selected school of glan, sarangani province
0692/August 1, 2025