



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

04 Aug 2025

**DIVISION MEMORANDUM**

OSDS-2025-107

**CONDUCT OF SITE VISITS AND OCCULAR INSPECTIONS TO PUBLIC SCHOOLS  
IN MAITUM, SARANGANI PROVINCE FOR THE SURVEYING, TITLING OF  
SCHOOL SITES AND REGISTRATION OF SCHOOL PATENTS IN THE REGISTRY**

To: Public Schools District Supervisors Concerned  
Public Elementary and Secondary School Heads Concerned

1. In reference to the Division Memorandum OSDS-2025-085, dated July 1, 2025, this office directs the following personnel to conduct site visit and ocular inspection of public schools in Maitum, 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. All Maitum public schools, with or without land title, are directed to prepare original and photocopy of all documents related to school titling. Below is the indicative schedule of school site visit and ocular inspections:

August 5-6, 2025 – Maitum 1 District  
August 7-8, 2025 – Maitum 2 District

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.



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

---

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:

SITE  
VISITS

IMGD/OSDS/MLA – conduct of site visits and ocular inspections to public schools in maitum, sarangani province

for the surveying, titling of school sites and registration of school patents in the registry  
0696/August 4, 2025