



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

08 Aug 2025

DIVISION MEMORANDUM

OSDS-2025-113

CONDUCT OF SITE VISITS AND OCULAR INSPECTIONS OF PUBLIC SCHOOLS
IN MALAPATAN, 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 visits and ocular inspections of public schools in Malapatan, 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 Malapatan public schools, with or without land title, are directed to prepare the original and photocopies of all documents related to school titling. Below is the indicative schedule of school site visits and ocular inspections:

August 11-12, 2025 – Malapatan 1 District
August 13, 2025 – Malapatan 2 District
August 14, 2025 – Malapatan 3 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, contact Atty. Diana Mae Balanay-Tampe at 0956-665-7577 or via email address: 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
VISIT

IMGD/OSDS/MLA – conduct of site visits and ocular inspections of public schools in malapatan, sarangani
province for the surveying, titling of school sites and registration
of school patents in the registry

0725/August 8, 2025