



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

10 Sep 2025

**DIVISION MEMORANDUM**

OSDS-2025-131

**CONDUCT OF SITE VISIT AND OCULAR INSPECTION FOR THE PURPOSE OF  
GATHERING PERTINENT DOCUMENTS, SECURING OF LEGAL OWNERSHIP  
FOR THE IDENTIFIED SCHOOL PROPERTIES IN MALAPATAN, SARANGANI,  
PROVINCE**

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 Malapatan, Sarangani Province in preparation for the titling of school sites:

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

2. All Malapatan 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:

September 10, 2025 – Malapatan 1 District

September 11, 2025 – Malapatan 2 District

September 12, 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.



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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](mailto: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:

PROGRAMS  
SITE

Roel D. Balbareno/OSDS/MLA – conduct of site visit and ocular inspection for the purpose of gathering pertinent documents, securing of legal ownership for the identified school properties in malapatan, sarangani, province

0842/September 10, 2025