



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

16 Sep 2025

DIVISION MEMORANDUM

OSDS-2025-141

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

To: Public Schools District Supervisors Concerned
Public Elementary 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:

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
5. Connie Kyle A. Acebar	Technical Assistant II
6. Lady Ann L. Veresraiz	Technical Assistant II

2. All Alabel 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 16, 2025 - District Alabel 3

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@depd.gov.ph.



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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

Irma May G. Dinastas/OSDS/MLA – "conduct of site visit and ocular inspection for the purpose of surveying and titling of school sites, gathering pertinent documents, securing of legal ownership for the identified school properties in alabel, sarangani, province"

0880/September 16, 2025