



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

03 Feb 2026

**DIVISION MEMORANDUM**

OSDS-2026-017

**"CONDUCT OF SCHOOL VISITS AND GOVERNMENT OFFICES CONSULTATION  
FOR SCHOOL TITLING PREPARATION IN SARANGANI PROVINCE"**

To: Public Schools District Supervisors/Principals-in-Charge  
Public Elementary School Heads Concerned  
Public Secondary School Heads Concerned  
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 school visit and selected schools of Sarangani Province in preparation for the titling of school sites on **February 2 – 27, 2026**:

ATTY. DIANA MAE M. BALANAY-TAMPE	Legal Officer III
MARY GRACE T. INSAO	Technical Assistant II
LOVELYN G. JAYAG	Technical Assistant II
CONNIE KYLE A. ACEBAR	Technical Assistant II
LADY ANN L. VERESRAIZ	Technical Assistant II

2. Further, schools are also directed to prepare original, and photocopy of all documents related to the school titling. Actual inspection of the premises will also be undertaken to confirm site boundaries and address concerns related to ownership and documentation.
3. Moreover, the said site visits and ocular inspections shall also support the processing, verification, and completion of documentary requirements for school site titling under the School Division of Sarangani – Legal Unit / School Sites Titling Office. All findings and collected documents shall form part of the official records necessary for the titling of school sites.



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4. Travel and other incidental expenses of the participants shall be charged to the Program Support Funds subject to usual accounting and auditing rules and regulations.
5. Should there be any concerns regarding this matter, please contact the Division Legal Officer, Atty. Diana Mae Balanay- Tampe, through [legalunit.sarangani@deped.gov.ph](mailto:legalunit.sarangani@deped.gov.ph).
6. For information and guidance 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**

Irma May G. Dinasas/OSDS/MLA – "conduct of school visits and government offices consultation  
for school titling preparation in sarangani province"

0100/February 3, 2026



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