



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

04 Sep 2026

DIVISION MEMORANDUM

No. **088** , s. 2026

ACCELERATION OF SCHOOL SITE TITLING AND LEGAL
DOCUMENTATION OF SCHOOL PROPERTIES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Section/Unit Heads and Staff
Public Schools District Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. The Schools Division Office of Sarangani shall undertake the **Acceleration of School Site Titling and Legal Documentation of School Properties** to expedite the identification, validation, completion, and processing of the documents necessary to secure the legal ownership or appropriate tenure of public-school sites within the Division.

2. For this purpose, the following personnel are hereby designated to lead and coordinate the processing of school site titling and related property documentation for public schools within the Schools Division of Sarangani:

Lead: **Atty. Diana Mae M. Balanay-Tampe**
Division Legal Officer

Members: **Atty. Iona Gail Funtanilla**
Legal Assistant

Lovelyn Jayag
Casual Clerk

3. The designated personnel shall:

- a. coordinate with the concerned Schoolheads, Public Schools District Supervisors, Local Government Units (LGUs), Registry of Deeds, Department of Environment and Natural Resources (DENR), and other concerned government offices and stakeholders to verify property records and facilitate the completion and submission of the required documents;
- b. review available deeds of donation or sale, tax declarations, certifications, survey plans, technical descriptions, resolutions, and other pertinent documents to identify deficiencies; and
- c. facilitate the preparation, execution, notarization, submission, and follow-up of the necessary documents, as may be applicable.





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4. All Schoolheads and SDO personnel shall provide the designated personnel with the necessary documents, information, certifications, and other assistance required for the prompt processing of school site titling and legal documentation.
5. A consolidated monitoring and tracking system shall be maintained to reflect the status of each school site, available documents, documentary deficiencies, actions undertaken, offices coordinated with, and other relevant information necessary to monitor the progress of the titling process.
6. The designated personnel shall conduct necessary field visits and official coordination with concerned government offices and other stakeholders in connection with the implementation of this Memorandum.
7. Travel expenses and other necessary expenses incurred in the conduct of authorized official activities under this Memorandum shall be charged against appropriate funds of the Schools Division Office, subject to the usual accounting and auditing rules and regulations and the availability of funds.
8. The designated personnel shall submit periodic progress reports to the Office of the Schools Division Superintendent, indicating the status of the school site titling activities, actions undertaken, issues and concerns encountered, and recommendations for appropriate action.
9. All concerned are directed to give priority to the submission of required documents and to extend full cooperation to ensure the expeditious processing of school site titles and other legal documentation of school properties.
10. For inquiries, contact Atty. Diana Mae M. Balanay-Tampe at legalunit.sarangani@deped.gov.ph.
11. Strict compliance with this Memorandum is hereby directed.

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

PROPERTIES

SCHOOLS

SITES

DMBT/OSDS/DM – acceleration of school site titling and legal documentation of school properties
0670/September 3, 2026



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