



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **759**, s. 2025

18 NOV 2025

CONDUCT OF THE FROM PAPERS TO PROPERTY: A TRAINING ON LEGAL DOCUMENTATION AND INTER-AGENCY COORDINATION IN SCHOOL SITES TITLING PROCESSES (BAYANIHAN SA PAGPAPATITULO NG PAARALAN: A WORKSHOP OF THE CHECKLIST FOR SCHOOL SITE LAND OWNERSHIP DUE DILIGENCE & TITLING DOCUMENTATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

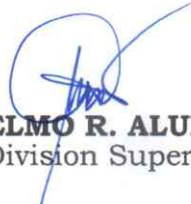
1. The Schools Division of Ilocos Norte-Legal Unit will conduct the training "From Papers to Property: Legal Documentation and Inter-Agency Coordination in School Sites Titling Processes" on **24–26 November 2025 at Paoay Lake JLP Resort, Brgy. 15, Paoay, Ilocos Norte.**
2. This activity aims to improve the participants' understanding of the technical processes involved in school site titling, including the preparation and evaluation of documentary requirements and the proper filing and processing of land-related documents. It seeks to strengthen coordination and collaboration with DENR, LGUs and other agencies to ascertain smooth school site titling procedures.
3. This is a **stay-in program**, and expenses for accommodation and food shall be charged to the FY 2025 GMS Fund (OSEC-1-25-02922). Local travel expenses of participants may be charged to the MOOE of their respective schools. Meals to be provided include AM snacks, lunch, PM snacks, and dinner on Day 1; breakfast, AM snacks, lunch, PM snacks, and dinner on Day 2; and breakfast, AM snacks, and lunch on Day 3.
4. Each identified school shall send one (1) representative, preferably the School Head or Administrative Officer/Assistant. Participants must pre-register through the QR code provided. *(See attached)*
5. The following schools from Batac City are:
 - Catalino Acosta Memorial ES
 - Colo-Mabaleng ES
 - Magnuang ES
 - Maipalig-Quiom ES
 - Naguirangan-Capacuan ES
 - P. Q. Pimentel ES
 - Parangopong ES
 - Payao ES
 - Quiling ES
 - Sumader ES
 - Tabug ES
 - Batac National High School
 - City of Batac NHS – Poblacion
 - Ferdinand E. Marcos SHS
 - Benigno Macadaeg Mem. ES
 - Baay ES
 - Baligat ES



SDCB RECORDS UNIT

2518750

6. The Program Management Team includes: Mr. Gerwin V. de la Rosa, Legal Officer Designate; Engr. Jacqueline G. Abino, Technical Assistant; and, Engr. Mark Anthony R. Bensan, ITO 1.
7. Participants must complete the entire duration of the training to receive the Certificate of Completion.
8. Participants shall bring their own laptops, chargers and necessary devices.
9. This Memorandum serves as the Approved Authority to Travel.
10. For information and compliance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: Division Memorandum No. OSDS-2025-
Reference:
To be included in the Perpetual Index
Under the following subject:

Site Titling	Bayanihan
Legal Unit	Inter-Agency Coordination

GVD/Legal-School Site Titling
250093/ November 17, 2025



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF ILOCOS NORTE

Office of the Schools Division Superintendent

12 November 2025

DIVISION MEMORANDUM
No. OSDS-2025-

CONDUCT OF THE FROM PAPERS TO PROPERTY: A TRAINING ON LEGAL DOCUMENTATION AND INTER-AGENCY COORDINATION IN SCHOOL SITES TITLING PROCESSES (BAYANIHAN SA PAGPAPATITULO NG PAARALAN: A WORKSHOP OF THE CHECKLIST FOR SCHOOL SITE LAND OWNERSHIP DUE DILIGENCE & TITLING DOCUMENTATION)

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
CONCERNED SCHOOL HEADS
ALL OTHERS CONCERNED**

1. This Office, through the Legal Unit, will conduct the *From Papers to Property: A Training on Legal Documentation and Inter-agency Coordination in School Sites Titling Processes (Bayanihan sa Pagpapatitulo ng Paaralan: A Workshop of the Checklist for School Site Land Ownership Due Diligence & Titling Documentation)*, a capacity development seminar for school sites acquisition, management, and documentation, on **24-26 November 2025 at Paoay Lake JLP Resort, Brgy. 15, Paoay, Ilocos Norte.**
2. Among others, this program aims to increase awareness and understanding among school heads and other school personnel on the technical processes of school site titling and conduct training for on documentary requirements, filing procedures, and coordination mechanisms with DENR and LGUs.
3. This is a **Stay-in** program, and expenses for accommodation and food shall be funded through FY 2025 GMS Fund under OSEC-1-25-02922. Local Travel expenses of participants may be charged to local funds (MOOE) of schools. The schedule of meals are as follows:

Meals	Day 1 Check In	Day 2	Day 3 Check Out
Breakfast		✓	✓
AM Snacks	✓	✓	✓
Lunch	✓	✓	✓
PM Snacks	✓	✓	
Dinner	✓	✓	



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4. **Identified Schools shall send ONE (1) representative to attend the said activity, preferably the School Head OR the Administrative Officer/Assistant.** The list of identified schools and other participants is attached as *Enclosure "A"*. Participants are enjoined to pre-register by scanning the QR Code below:



5. All participants are expected to complete the entire duration of the training and actively take part in all the activities therein to be eligible to receive the *"Certificate of Completion"*.
6. Participants are required to bring their own laptops, chargers, and other necessary devices to maximize learning opportunities during the activity.
7. Due to the limited number of participants who may be accommodated by Paoay Lake JLP Hotel, only those who have pre-registered through the link provided shall be allowed to attend and participate in the seminar. **No participant shall be admitted to the venue without prior registration.**
8. Should there be clarifications, kindly coordinate with the School Sites Titling Team – Legal Unit, DepEd Ilocos Norte.
9. This Memorandum serves as the Approved Authority to Travel for the participants.
10. For your information, participation, and compliance.

ATTY. DONATO D. BALDERAS, JR.
Schools Division Superintendent



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Enclosure A – List of Participants

PROGRAM MANAGEMENT TEAM

Name	Position
1. Eric Karl Nicholas M. Aguilar	Attorney III
2. John Paul C. Suguitan	Technical Assistant IV
3. Michael D. Andres	Technical Assistant II
4. Sean Keith Q. Rafael	Technical Assistant II
5. Gabrielito M. Diego	Technical Assistant II
6. Eugene D. dela Cruz	Technical Assistant II
7. Veatrice Mae A. Raguindin	Administrative Aide VI (Legal Unit)
8. Graciella Fae P. Saguiguit	Administrative Officer IV/Legal Officer Designate (SDO Laoag City)
9. Jan Michael Vincent T. Rillon	Administrative Officer II/Legal Officer Designate (SDO Laoag City)
10. Gerwin V. dela Rosa	Legal Officer Designate (SDO City of Batac)
11. Jacqueline G. Abiño	Technical Assistant (SDO City of Batac)
12. Mark Anthony R. Bensen	ITO I (SDO City of Batac)

PARTICIPATING SCHOOLS

School	District
1. Apaleng-Libtong ES	Bacarra
2. Bangsirit ES	Bacarra
3. Buyon ES	Bacarra
4. Cabulalaan IS	Bacarra
5. Cadaratan ES	Bacarra
6. Ganagan ES	Bacarra
7. Parang ES	Bacarra
8. Pulangi ES	Bacarra
9. Pungto ES	Bacarra
10. SPECIAL EDUCATION CENTER	Bacarra
11. Bacarra National Comprehensive High School	Bacarra
12. Cabulalaan Integrated School	Bacarra
13. Cadaratan National High School	Bacarra
14. Badoc North Central School	Badoc
15. Caraitan IS	Badoc
16. Lasien School	Badoc
17. Mabusag-Napu ES	Badoc
18. Madupayas ES	Badoc
19. Morong ES	Badoc



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20. Paltit ES	Badoc
21. Pasuc-Parang ES	Badoc
22. Turod ES	Badoc
23. Virgen Milagrosa ES	Badoc
24. Nagrebcan NHS	Badoc
25. PAGSANAHAN NHS	Badoc
26. Abaca ES	Bangui-Dumalneg
27. Alao-ao ES	Bangui-Dumalneg
28. Bacsil ES	Bangui-Dumalneg
29. Banban ES	Bangui-Dumalneg
30. Bangui CES	Bangui-Dumalneg
31. Paddagan ES	Bangui-Dumalneg
32. San Isidro ES	Bangui-Dumalneg
33. Suyo ES	Bangui-Dumalneg
34. LANA O NATIONAL HIGH SCHOOL	Bangui-Dumalneg
35. Dumalneg NHS	Bangui-Dumalneg
36. Bugasi ES	Banna
37. Imelda ES	Banna
38. Nagpatayan ES	Banna
39. Tabtabagan ES	Banna
40. Banna National High School	Banna
41. Caribquib NHS	Banna
42. Ablan Community School	Burgos
43. Agaga ES	Burgos
44. Bayog ES	Burgos
45. Burgos Central ES	Burgos
46. Nagsurot ES	Burgos
47. Paayas ES	Burgos
48. Saoit - Pagali ES	Burgos
49. Tanap ES	Burgos
50. Bimmanga ES	Currimao
51. Comcomloong-Anggapang ES	Currimao



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52. Doña Josefa E. Marcos ES	Currimao
53. Maglaoi ES	Currimao
54. Paguludan PS	Currimao
55. Pangil ES	Currimao
56. Pias-Gaang ES	Currimao
57. Currimao NHS	Currimao
58. Bacsil ES	Dingras
59. Bagut ES	Dingras
60. Dingras Central ES	Dingras
61. Espiritu ES	Dingras
62. Hilaria Salvatierra Mem. ES	Dingras
63. Mandaloque ES	Dingras
64. Saludaes-Cali ES	Dingras
65. San Esteban ES	Dingras
66. Suyo ES	Dingras
67. Bamasesamar NHS	Dingras
68. Barong NHS	Dingras
69. Dingras NHS	Dingras
70. Lt. Edgar Foz MNHS	Dingras
71. San Marcelino National High School	Dingras
72. SUYO NATIONAL HIGH SCHOOL	Dingras
73. Biding ES	Marcos
74. Cacafean ES	Marcos
75. F. Daquioag Mem. ES	Marcos
76. Marcos CS	Marcos
77. Pacifico ES	Marcos
78. Marcos NHS	Marcos
79. Acnam-Caray ES	Nueva Era
80. Barikir ES	Nueva Era
81. Bugayong ES	Nueva Era
82. Naguilian ES	Nueva Era
83. Nueva Era CES	Nueva Era
84. Santo Nino ES	Nueva Era
85. Uguis IS	Nueva Era
86. Adriano P. Arzadon NHS	Nueva Era
87. Garnaden Integrated School	Nueva Era
88. NUEVA ERA NATIONAL HIGH SCHOOL	Nueva Era
89. Bucarot ES	Pagudpud-Adams
90. Caparispisan ES	Pagudpud-Adams



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91. Luzong ES	Pagudpud-Adams
92. Pagudpud South CES	Pagudpud-Adams
93. Pancian ES	Pagudpud-Adams
94. Saud ES	Pagudpud-Adams
95. Balaoi Integrated School	Pagudpud-Adams
96. Pasaleng National High School	Pagudpud-Adams
97. Adams National High School	Pagudpud-Adams
98. Gabaldon ES	Pasuquin
99. Madalayap ES	Pasuquin
100. Nagabungan ES	Pasuquin
101. San Isidro PS	Pasuquin
102. San Juan ES	Pasuquin
103. Sulbec PS	Pasuquin
104. Tadao ES	Pasuquin
105. Carusikis ES	Pasuquin
106. Cababaan Integrated School	Pasuquin
107. Ilocos Norte Agricultural College	Pasuquin
108. Calambeg ES	Piddig-Carasi
109. Estancia IS	Piddig-Carasi
110. Gayamat PS	Piddig-Carasi
111. Piddig South CES	Piddig-Carasi
112. Tangaoan ES	Piddig-Carasi
113. Virbira-Angset ES	Piddig-Carasi
114. Estancia Integrated School	Piddig-Carasi
115. Piddig National High School	Piddig-Carasi
116. Carasi NHS	Piddig-Carasi
117. Asuncion ES	San Nicolas
118. Barabar ES	San Nicolas
119. Bingao ES	San Nicolas
120. Bugnay ES	San Nicolas
121. Catuguing ES	San Nicolas
122. Eladio V. Barangan Mem. ES	San Nicolas
123. Filipinas East ES	San Nicolas
124. Filipinas West ES	San Nicolas



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125.	Pasion Barangan MES	San Nicolas
126.	San Nicolas ES	San Nicolas
127.	Cayetano Bumanglag ES	San Nicolas
128.	Bingao National High School	San Nicolas
129.	Binaratan ES	Sarrat
130.	Golgol ES	Sarrat
131.	Pandan IS	Sarrat
132.	Parang ES	Sarrat
133.	Patad ES	Sarrat
134.	Ruiz ES	Sarrat
135.	Sagpatan ES	Sarrat
136.	San Andres ES	Sarrat
137.	San Antonio ES	Sarrat
138.	San Bernabe ES	Sarrat
139.	Pandan IS	Sarrat
140.	Sarrat National High School	Sarrat
141.	Bagbag ES	Solsona
142.	Barcelona ES	Solsona
143.	Catangaran ES	Solsona
144.	Darasdas ES	Solsona
145.	Lipay ES	Solsona
146.	Manalpac ES	Solsona
147.	Nagpatpatan ES	Solsona
148.	San Juan ES	Solsona
149.	Solsona Central ES	Solsona
150.	Sta. Ana ES	Solsona
151.	Talugtog ES	Solsona
152.	Maananteng ES	Solsona
153.	Magabobo ES	Vintar
154.	Alejo Malasig ES	Vintar
155.	Canam ES	Vintar
156.	Columbia PS	Vintar
157.	Dimamaga ES	Vintar
158.	Gubang ES	Vintar
159.	Lipay ES	Vintar
160.	Lubnac ES	Vintar
161.	Masadsaduel ES	Vintar
162.	Namoroc-Mabanbanag ES	Vintar
163.	Sagpat ES	Vintar



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164.	Saricao ES	Vintar
165.	Visaya ES	Vintar
166.	Calayab Elementary School	Laoag City
167.	Cavit-Araniw Elementary School	Laoag City
168.	Darayday Elementary School	Laoag City
169.	Gabu National High School	Laoag City
170.	Agripino P. Santos Elementary School	Laoag City
171.	Alipio N. Ignacio Memorial Elementary School	Laoag City
172.	Caoacan Elementary School	Laoag City
173.	Casili Elementary School	Laoag City
174.	Pila Elementary School	Laoag City
175.	Sta. Maria Elementary School	Laoag City
176.	Sto. Nino Elementary School	Laoag City
177.	Bacsil Elementary School	Laoag City
178.	Barit Elementary School	Laoag City
179.	Vira Elementary School	Laoag City
180.	Faustino Reyes Memorial Elementary School	Laoag City
181.	Lagui-Sail Elementary School	Laoag City
182.	Roque B. Ablan Elementary School	Laoag City
183.	Salet Elementary School	Laoag City
184.	Catalino Acosta Mem. ES, Special Education Center	Batac City
185.	Colo-Mabaleng Elementary School	Batac City
186.	Magnuang ES	Batac City
187.	Maipalig-Quiom ES	Batac City
188.	Naguirangan-Capacuan ES	Batac City
189.	P. Q. Pimentel ES	Batac City
190.	Parangopong ES	Batac City
191.	Payao Elementary School	Batac City
192.	Quiling Elementary School	Batac City
193.	Sumader ES	Batac City
194.	Tabug ES	Batac City
195.	Batac National High School	Batac City
196.	City of Batac NHS Poblacion	Batac City
197.	Ferdinand E. Marcos SHS	Batac City
198.	Benigno Macadaeg Mem. ES	Batac City
199.	Baay ES	Batac City
200.	Baligat ES	Batac City