



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

05 DEC 2025

DIVISION MEMORANDUM

No. **812**, s. 2025

CONDUCT OF OCULAR INSPECTION BY SDO ILOCOS NORTE TECHNICAL ASSISTANTS FOR SCHOOL SITE TITLING AND BUDGET ASSESSMENT

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

1. Please be informed that the Technical Assistants from the Schools Division Office of Ilocos Norte: Engr. John Paul Suguitan, Engr. Eugene dela Cruz, and Mr. Gabrielito Diego, will visit schools within the Schools Division of the City of Batac tomorrow, December 5, 2025 from 8:00 AM to 5:00 PM, for an ocular inspection.
2. The visit aims to facilitate and support the ongoing titling of school sites under DepEd and to conduct a preliminary assessment of the budget needed for related activities.
3. School Heads are requested to prepare relevant documents concerning school site ownership and land status, and to have a focal person available to accompany and assist the visiting team as needed. Schools are likewise expected to accommodate the team and provide any information that may help expedite the inspection and documentation process.
4. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference:
To be included in the Perpetual Index
Under the following subject:

Site Titling Assessment
Ocular Inspection

GVD/Legal-School Site Titling
250096/ December 04, 2025

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent