



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

08 SEP 2025

DIVISION MEMORANDUM
NO. 432 S. 2025

CAPACITY DEVELOPMENT ON SCHOOL SITES TITLING

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES)/OIC-CES
Public Schools District Supervisors
Heads of Public Elementary, Secondary Schools and Integrated Schools
All Others Concerned

1. This Office, through the Sites Titling office (STO) under the Legal unit office shall conduct a **CAPACITY DEVELOPMENT ON SCHOOL SITES TITLING** on **October 14-17 and October 28-31, 2025**. The venue shall be announced later.
2. This activity aims to:
 - a. Legal Framework and Documentation Review
Participants will be oriented on the pertinent laws and regulations governing the proper procedures for processing land titling documents. This includes identifying missing or incomplete documentation for each school site to ensure compliance and readiness for title registration.
 - b. Registration and Transfer Procedures
The session will cover the detailed flow and process involved in the registration and transfer of Certificates of Title for school sites at the Registry of Deeds, highlighting key steps and common challenges.
 - c. Special Patents under RA 10023
An in-depth discussion will be held on the Guidelines for the Processing and Issuance of Special Patents for Public School Sites pursuant to Republic Act No. 10023. The presentation will outline the step-by-step procedures for filing a Special Patent and securing individual land titles for public school sites.
3. Attached is the list of participants for your reference.

LIST OF PARTICIPANTS

	Districts	No. of School Heads
Day 1-2 Batch 1 (October 14-15, 2025)	CAPIZ NATIONAL HIGH SCHOOL	1
	PANAY	32
	PANITAN	27
	PILAR	29



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	PONTEVEDRA	22
	PRESIDENT ROXAS	20
	MAAYON	36
	IVISAN	17
	SIGMA	24
	SAPIAN	24
Day 3-4 Batch 2 (October 16-17, 2025)	CUARTERO	24
	DUMARAO	38
	DUMALAG	22
	DAO	23
	JAMINDAN	34
	MAMBUSAO EAST	20
	MAMBUSAO WEST	15
	TAPAZ EAST	37
	TAPAZ WEST	26

	Districts	No. of Administrative Officer II/ School Coordinator
Day 1-2 Batch 1 (October 28-29, 2025)	CAPIZ NATIONAL HIGH SCHOOL	1
	PANAY	32
	PANITAN	27
	PILAR	29
	PONTEVEDRA	22
	PRESIDENT ROXAS	20
	MAAYON	36
	IVISAN	17
	SIGMA	24
	SAPIAN	24
Day 3-4 Batch 2 (October 30-31, 2025)	CUARTERO	24
	DUMARAO	38
	DUMALAG	22
	DAO	23
	JAMINDAN	34
	MAMBUSAO EAST	20



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	MAMBUSAO WEST	15
	TAPAZ EAST	37
	TAPAZ WEST	26

4. Expenses relative to the conduct of this activity shall be charged against the Downloaded fund subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO

Schools Division Superintendent

Enclosure: As Stated
Reference: As Stated

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

SITES TITLING

SPECIAL PATENT

DOCUMENTS



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Enclosure No. 1 to Division Memorandum No. ^{4 3 2}____, s. 2025

PROGRAM MANAGEMENT TEAM

ROLES	PERSONS INVOLVED
Overall Program Lead	Atty. Joseph A. Iturralde
Program Manager	Eng. Christian Paul G. Andrada
Resource Speaker/Trainers/ Evaluator	Registre of Deeds <ul style="list-style-type: none">➤ Atty. Rochelle R. Gregorio-Dadivas-Registrar of Deeds of Capiz➤ Atty. Kimberly Ann Onayan-Attorney III Provincial Environment and Natural Resources Office (PENRO) <ul style="list-style-type: none">➤ Georlyn R. Bereber-Special Investigator I➤ Rubi Ann B. Repil-Baskinas- Land Management Officer I
Secretariat/Technical Working Group	Eng. Christian Paul G. Andrada John Kristopher G. Onato Prince Evan D. Dinero Nicole Ann A. Billanes Paul Joseph B. Beloria