



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

**DIVISION MEMORANDUM**  
**NO. 519 S. 2025**

13 OCT 2025

**ADDITIONAL INFORMATION AND CHANGE TO DIVISION MEMORANDUM NO. 432,  
S. 2025 TITLED 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, and Integrated Schools  
All Others Concerned

1. In reference to the Division Memorandum No. 432, s. 2025 titled **Capacity Development on School Sites Titling** on October 14-17, 2025, please be advised that the venue will be at **Kapis Mansions, Brgy. Banica, Roxas City**.
2. All participants are required to bring a copy of the documents pertaining to the ownership of their respective school sites and laptop for the workshop.
3. The Program Management Team will be updated; please see Enclosure No. 1.
4. Other provisions of the aforementioned Memorandum remain in effect.
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. \_\_\_, s. 2025

**PROGRAM MANAGEMENT TEAM**

ROLES	PERSONS INVOLVED
EXECUTIVE COMMITTEE	<p><b>ROEL F. BERMEJO</b>            Schools Division Superintendent</p> <p><b>LUZ U. BANSON</b>            Assistant Schools Division Superintendent</p> <p><b>ROLANDO B. JAMORA</b>            CES - Curriculum Implementation Division</p> <p><b>EDNA B. AZCARRAGA</b>            OIC, CES - School Governance and Operations Division</p> <p><b>MA. SHARON S. BARRIENTOS</b>            Administrative Officer V</p> <p><b>CECIL JOY D. DIOCSON</b>            Administrative Officer V</p> <p><b>DENMARK LLANERA</b>            Accountant III</p>
Program Managers	<p><b>ATTY. JOSEPH A. ITURRALDE</b>            Attorney III</p> <p><b>ENG. CHRISTIAN PAUL G. ANDRADA</b>            Technical Assistant IV</p>
Resource Speakers/Trainers/ Evaluators	<p>Registry of Deeds</p> <p><b>ATTY. ROCHELLE R. GREGORIO-DADIVAS</b>            Registrar of Deeds of Capiz</p> <p><b>ATTY. KIMBERLY ANN ONAYAN</b>            Attorney III</p> <p>Provincial Environment and Natural Resources Office (<b>PENRO</b>)</p> <p><b>FRANCIS NEIL FALSIS</b>            Special Investigator I</p>



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	<b>RUBI ANN B. REPIL-BASKINAS</b> Land Management Officer I
Invited Guest	<b>JUDY GRACE P. SEBASTIAN</b> Regional Office Technical Assistant II
Secretariat/Technical Working Group	<b>JOHN KRISTOPHER G. ONATO</b> Technical Assistant II
	<b>PRINCE EVAN D. DINERO</b> Technical Assistant II
	<b>NICOLE ANN A. BILLANES</b> Technical Assistant II
	<b>PAUL JOSEPH B. BELORIA</b> Technical Assistant II
	<b>RONALD D. DILE</b> Lead M&E
	<b>MARGGIE A. OBLIGACION, PhD</b> SEPS (Planning & Research)
	<b>EDUARDO D. VILLAFUERTE</b> Planning Officer III
	<b>GLENDY MARIE B. BOTIN JD, MPA</b> Project Development Officer II (DRRM)
	<b>ENGR. MARLON V. CLARITO</b> Engineer III
	<b>ENGR. IRA ROSE G. BALGOS</b> Technical Assistant III
	<b>RALPH B. QUEJADA</b> Division School Sports Technical Assistant II
	Other SDO Personnel
	Nurse II
	Nurse II



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Enclosure No. 2 to Division Memorandum No. \_\_\_, s. 2025

**TRAINING MATRIX**

**DAY 1**

TIME	TOPIC	PERSON INVOLVED
8:00 AM - 9:00 AM	Arrival and Registration	
9:00 AM - 10:00 AM	Opening program <i>Philippine National Anthem, Opening Prayer, Bagong Pilipinas Hymn, Capiz Hymn, DepEd Quality Policy Opening Remarks</i>	<b>PAUL JOSEPH B. BELORIA</b> Technical Assistant II <b>ROEL F. BERMEJO</b> Schools Division Superintendent
10:00AM - 12:00 PM	Basics of School Sites Titling	<b>ATTY. JOSEPH A. ITURRALDE</b> Attorney III

**LUNCH BREAK**

1:00 - PM - 3:00 PM	Processing and Issuance of Special Patents for Public School Sites Under RA10023	<b>FRANCIS NEIL FALSIS</b> Special Patent Investigator I, OIC-Patent and Deeds Unit, CENRO Mambusao
3:00 PM - 4:00 PM	Open Forum	
4:30 PM	Closing Prayer	

**(DAY 2)**

TIME	TOPIC	PERSON INVOLVED
8:00 AM - 8:40 AM	Management of Learning	
8:40 AM- 10:40 AM	Process of Registration and Transfer of Certificate of Title Covering School Sites at the Registry of Deeds	<b>ATTY. ROCHELLE R. GREGORIO- DADIVAS</b>  <i>Register of Deeds III</i>  <b>ATTY. KIMBERLY ANN D. ONAYAN</b> <i>Deputy Register of Deeds II</i>



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10:40 AM- 11:00 AM	Health Break	
11:00AM - 12:00 PM	Open Forum	
<b>LUNCH BREAK</b>		
1:00 - PM - 4:30 PM	Workshop	
4:30 PM	Closing Program	