



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



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



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Enclosure No. 2 to Division Memorandum No. **519**, 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>	<u>PAUL JOSEPH B. BELORIA</u> <i>Technical Assistant II</i> <u>ROEL F. BERMEJO</u> <i>Schools Division Superintendent</i>
10:00AM - 12:00 PM	Basics of School Sites Titling	<u>ATTY. JOSEPH A. ITURRALDE</u> <i>Attorney III</i>
LUNCH BREAK		
1:00 - PM - 3:00 PM	Processing and Issuance of Special Patents for Public School Sites Under RA10023	<u>FRANCIS NEIL FALSIS</u> <i>Special Patent Investigator I, OIC- Patent and Deeds Unit, CENRO Mambusao</i>
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	<u>ATTY. ROCHELLE R. GREGORIO- DADIVAS</u> <i>Register of Deeds III</i> <u>ATTY. KIMBERLY ANN D. ONAYAN</u> <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	
LUNCH BREAK		
1:00 - PM - 4:30 PM	Workshop	
4:30 PM	Closing Program	