



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

October 23, 2025

DIVISION MEMORANDUM

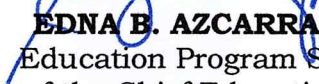
No. **559** S. 2025

**CORRIGENDUM AND ADDENDUM 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
Education Program Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. Relative to Division Memorandum No. 432, s. 2025 titled **Capacity Development on School Sites Titling**, this Office informs the participants that the schedule has been changed from **October 28–31, 2025** to **October 27–30, 2025**.
2. Please be advised that the venue will be at **Circulo Convention Center, Pueblo de Panay Township, Brgy. Lawaan, Roxas City, Capiz**.
3. 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.
4. Travel expenses of the participants relative to the conduct of this activity shall be chargeable against School MOOE fund, subject to the usual accounting and auditing rules and regulations.
5. Other provisions of the aforementioned Memorandum remain in effect.
6. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


EDNA B. AZCARRAGA, PhD
Education Program Supervisor
OIC, Office of the Chief Education Supervisor, SGOD
In-charge of the Division

Enclosure: As Stated
Reference: As Stated
To be indicated in the Perpetual Index
under the following subjects:

SITES TITLING

SPECIAL PATENT

DOCUMENTS



Republic of the Philippines
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Enclosure No. 1 to Division Memorandum No. 559, 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 Deputy Register of Deeds II



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	<p>Provincial Environment and Natural Resources Office (PENRO)</p> <p>RUBI ANN B. REPIL-BASKINAS Land Management Officer I</p>
Secretariat/Technical Working Group	<p>JOHN KRISTOPHER G. ONATO Technical Assistant II</p> <p>PRINCE EVAN D. DINERO Technical Assistant II</p> <p>NICOLE ANN A. BILLANES Technical Assistant II</p> <p>PAUL JOSEPH B. BELORIA Technical Assistant II</p> <p>RONALD D. DILE Lead M&E</p> <p>MARGGIE A. OBLIGACION, PhD SEPS (Planning & Research)</p> <p>EDUARDO D. VILLAFUERTE Planning Officer III</p> <p>GLENDA MARIE B. BOTIN JD, MPA Project Development Officer II (DRRM)</p> <p>YZARDA CLAUDETTE D. BALLERA PROJECT DEVELOPMENT OFFICER I (YF)</p> <p>ENGR. MARLON V. CLARITO Engineer III</p> <p>ENGR. IRA ROSE G. BALGOS Technical Assistant III</p> <p>ANDY VAN ALBERT C. ARTATES Nurse II</p> <p>RENE D. HORTILLAS. JR Nurse II</p>



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	CALVIN B. CALINAO COS- DRRM RALPH B. QUEJADA Technical Assistant I
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Enclosure No. 2 to Division Memorandum No. **559**, 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	Preliminaries <i>Philippine National Anthem, Opening Prayer, Bagong Pilipinas Hymn, Capiz Hymn, and Deped Quality Policy</i> Acknowledgement of Participants Opening Remark	PAUL JOSEPH B. BELORIA <i>Technical Assistant II</i> ROEL F. BERMEJO <i>Schools Division Superintendent</i>
10:00AM - 12:00 PM	Basics of School Sites Titling	ATTY. JOSEPH A. ITURRALDE <i>Attorney III</i>
LUNCH BREAK		
1:00 - PM - 3:00 PM	Processing and Issuance of Special Patents for Public School Sites Under RA10023	RUBI ANN REPIL- BASKIÑAS <i>Land Management officer I</i>
3:00 PM - 4:00 PM	Open Forum	
4:30 PM	Closing Prayer	

(DAY 2)



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TIME	TOPIC	PERSON INVOLVED
8:00 AM - 8:40 AM	Management of Learning <i>Nationalistic Song, Prayer, Attendance Check, Recap and Energizer</i>	
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>
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	