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Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

October 21, 2026

DIVISION MEMORANDUM

No. 491 s. 2026

**Training-Workshop on the Land Ownership Verification,
Documentation, and Titling Processes (Cluster 3)**

TO : Assistant Schools Division Superintendent
Public School District Supervisors
Principals School heads
Administrative Officers
all others concerned

1. The DepEd Schools Division of Bulacan – Sites Titling Office will conduct a *“Training Workshop on the Land Ownership Verification, Documentation, and Titling Process”* for DepEd Personnel of the Schools Division of Bulacan on November 18 to 20, 2026, at Anne Raquel’s Hillside Resort, Miguel L. Santos Village National Highway, Cabalan, Olongapo City, Zambales.
2. This activity aims to:
 - a.) *Ensure alignment of school-level initiatives with the Department of Education’s (DepEd) overall goal of securing legal ownership of all public-school sites in the province of Bulacan;*
 - b.) *Promote active engagement of school heads in supporting and coordinating with relevant offices (SDO, RO, CO, DENR, LRA, DAR, LGUs, and other government agencies);*
 - c.) *Familiarize with relevant laws, policies, and government issuances related to public school and land ownership, verification, and titling; and*
 - d.) *Identify and address challenges related to untitled school sites, such as encroachment, land disputes, and missing documents, through strategic and lawful solutions, and explore practical strategies and best practices to overcome those barriers.*
3. The participants to this Training-Workshop are the selected School Heads and/or Administrative Officers (see attached training matrix as *Annex 1* list of participants).
4. Expenses for food and accommodation of participants shall be charged to the Schools Division of Bulacan-MOOE. Transportation expenses of all



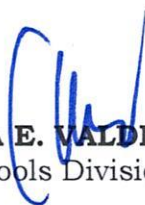
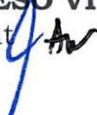
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participants shall be charged to available local funds subject to the usual accounting and auditing rules and regulations.

5. Participants are expected to report to the venue on November 18, 2026, beginning with registration at 7:00 A.M. The program of activities is attached as *Annex 2*.
6. The participants listed in Enclosure 1 must confirm their attendance not later than November 09, 2026, through the prescribed online form, accessible via the provided link (<https://forms.gle/PaVZ2S5ye5XF3edY7>) or QR code, with a copy furnished to sitetitlingoffice@bulacandeped.com.ph. Those unable to attend shall designate a substitute personnel, preferably their office's administrative officer or focal person for the school site's ownership; otherwise, the school/office concerned may be required to account for, reimburse, or refund the corresponding amount of expenses incurred by the division for the participant pursuant to September 8, 2026 Division Memorandum No. 142, s. 2026.



7. Inquiries and clarifications may be directed to Ms. Jossa Marie E. Castillo of the Schools Division of Bulacan – Sites Titling Office at Viber number 09318957549.
8. This Memorandum shall serve as the Travel authority of the Participants.
9. Immediate and widest dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD., CESO VI
Schools Division Superintendent 

Enclosure:

1. Annex 1.
2. Annex 2.