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

DepEd - SDO of Bulacan
RECEIVED
NOV 09 2026
BY: [redacted]

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

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.

[redacted]
CECILIA E. VALDERAMA, PhD., CESO VI
Schools Division Superintendent[redacted]

Enclosure:

1. Annex 1.
2. Annex 2.

Annex 1.
Final List of Participants of the Training-Workshop on Land Ownership Verification, Documentation, and Titling Process for DepED Personnel (Batch 3)

SCHOOLS DIVISION OF BULACAN					
	PARTICIPANTS	**DESIGNATION**	**OFFICE/SCHOOL NAME/DISTRICT**	**MUNICIPALITY**	**DISTRICT**
1	Cecilia E. Valderama, PhD, CESO VI	SDS	SDO-BULACAN		SDO
	Participants from Paombong District				
2	Edwin S. Eusebio	Head Teacher III	Pulo Elementary School	Paombong	1
3	Julieta C. Pahati	Head Teacher I	Sta. Cruz Elementary School	Paombong	1
4	Vilma S. Cabigao	School Principal I	Sto. Niño Elementary School	Paombong	1
5	Eugenio A. Manarang III	School Principal III	San Jose Elementary School	Paombong	1
	Participants from Bulakan District				
6	Analyn R. Domingo	School Principal II	Dr. Manuel S. Tansinsin Memorial School	Bulakan	1
7	Josephine C. De Leon	School Principal III	Marcelo H. Del Pilar Memorial School	Bulakan	1
8	Reygie C. Bauza	OIC-School Head	Tibig Elementary School	Bulakan	1
9	Beverly V. Basilio	OIC-School Head	Bagumbayan Elementary School	Bulakan	1
10	Daisy B. Olleras	Head Teacher I	Jose L. Perez Memorial School	Bulakan	1
11	Joselito M. Javier	School Principal I	Taliptip Elementary School	Bulakan	1
12	Ma. Priscilla C. Delos Reyes	School Principal III	Bambang Elementary School	Bulakan	1
13	Teresita S. Lopez	School Principal IV	Gen. Gregorio del Pilar Integrated School	Bulakan	1
14	Alexander R. Santos	Head Teacher II	Sta. Ana Elementary School	Bulakan	1
	Participants from Calumpit South District				
15	Emma A. De Jesus	OIC-Head Teacher III	Vicente T. Reyes Elementary School	Calumpit South	1
16	Marissa G. Quintana	Head Teacher II	Calizon Elementary School	Calumpit South	1
17	Rosalina Dela Cruz Amper	School Principal IV	Calumpit National High School	Calumpit South	1
18	Noemi R. Caparas	School Principal III	San Marcos Elementary School	Calumpit South	1
19	Leonilo M. Pascual Jr.	School Principal III	Northville 9 Elementary School	Calumpit South	1
20	Jonas S. Rubiales	School Head	Longos Elementary School	Calumpit South	1
	Participants from Calumpit North District				
21	Rodora S. Navarro	School Principal II	Doña Damiana De Leon Macam Memorial Elementary School	Calumpit North	1
22	Daniel C. Mamangun	School Head-Head Teacher I	Meysulao Elementary School	Calumpit North	1

23	Conigunda D. Dela Cruz	School Principal II	San Jose Elementary School	Calumpit North	1
24	Ivy B. Sagala	Master Teacher II-OIC	Panducot Elementary School	Calumpit North	1
25	Michelle M. Sollestre	School Principal III	Meyto Elementary School	Calumpit North	1
26	Robert S. Lovendino	School Head-Head Teacher III	Bulusan Elementary School	Calumpit North	1
	Participants from Hagonoy West District				
27	Josefino A. Gonzales	OIC-Head Teacher III	Tibaguin Integrated School	Hagonoy West	1
28	Rowena B. Royupa	School Principal I	San Roque Elementary School	Hagonoy West	1
29	Ma. Irene C. San Juan	School Principal III	Hagonoy West Central School	Hagonoy West	1
30	Mhoonlee E. Mongaya	OIC-Head Teacher III	Buga Elementary School	Hagonoy West	1
31	Jocelyn M. Perez	School Principal I	Sta. Elena Elementary School	Hagonoy West	1
32	Maria Effie R. Santos	School Principal I	San Nicolas Elementary School	Hagonoy West	1
33	Lea T. Agulto	School Principal I	Sagrada Familia Elementary School	Hagonoy West	1
34	Noemi R. Zoleta	School Principal II	Sta. Monica Elementary School	Hagonoy West	1
	Participants from Pulilan District				
35	Leonardo S. Amarila	Head Teacher I	Balatong B Elementary School	Pulilan	1
36	Merced S. Bernardo	School Principal I	Dulong Malabon Integrated School	Pulilan	1
37	Agnes R. Oronce	School Principal II	Sto. Cristo Elementary School	Pulilan	1
38	Rodeza M. Villanueva	Head Teacher III	Sta. Peregrina Elementary School	Pulilan	1
39	Ma. Teresa S. Santos	School Principal II	Segundo Esguerra Sr. Memoria Elementary School	Pulilan	1
40	Caesar C. De Guzman	Administrative Officer II	Marciano M. Del Rosario Memorial Elementary School	Pulilan	1
41	Jon Jon O. Manalad	Administrative Officer II	Dulong Malabon Integrated School	Pulilan	1
	Participants from Bustos District				
42	Jaypee DS. Armenion	School Principal III	Aguinaldo J. Santos National High School	Bustos	2
43	Allan M. Magtalas	School Principal I	Dr. Manuel G. Ramirez Memorial Elementary	Bustos	2
44	Maria Valencia F. Talha	OIC-Head Teacher III	Catacte Integrated School	Bustos	2
	Participants from Plaridel District				
45	Vanessa Jovel C. Manalad	Administrative Officer II	Lucas N. Domingo Elementary School	Plaridel	2
46	Rachel H. Calica	Administrative Officer II	Culianin Elementary School	Plaridel	2
47	Levy E. Tutay	Administrative Officer II	Tabang Elementary School	Plaridel	2

	Participants from San Ildefonso North District				
48	Rommel V. Delos Reyes	School Principal III	Calawitan National High School	San Ildefonso North	3
49	Jennifer S. Estabillo	Head Teacher III	Telepatio Elementary School	San Ildefonso North	3
50	John Lexter R. Payumo	School Principal I	Calasag Elementary School	San Ildefonso North	3
51	Jo-Ann S. Guansing	School Principal I	Buhol na Mangga Elementary School	San Ildefonso North	3
52	Loveth Jane E. Trinidad	School Principal I	Sta. Catalina Bata National High School	San Ildefonso North	3
53	Belinda DG. Bermido	OIC-Head Teacher III	Makapilapil Elementary School	San Ildefonso North	3
54	Michael C. Samson	School Principal I	Garlang Elementary School	San Ildefonso North	3
55	Raulito C. Mallari	School Principal IV	Anyatam Elementary School	San Ildefonso North	3
56	Arleen M. Porras	School Principal IV	San Ildefonso Elementary School	San Ildefonso North	3
57	Josefina V. Ramos	Head Teacher III	Lapnit Elementary School	San Ildefonso North	3
58	Alvin M. De Castro	School Head-Head Teacher III	Mataas na Parang Elementary School	San Ildefonso North	3
59	Mary Ann R. Guansing	Head Teacher II	Sumandig Elementary School	San Ildefonso North	3
60	Luzshielle M. Magabilin	Head Teacher I	Bulusukan Elementary School	San Ildefonso North	
	Participants from San Ildefonso South District				
61	Aldvin B. Evangelista	School Principal I	Akle High School	San Ildefonso South	3
62	Petronila T. Dela Torre	School Principal I	Gabihan High School	San Ildefonso South	3
63	Joselito N. Dionisio	OIC-Head Teacher III	Pasong Bakal Elementary School	San Ildefonso South	3
64	Ma. Filipina V. Cruz	School Principal IV	Pinaod Central School	San Ildefonso South	3
65	Digna S. Manalo	School Principal III	Maasim Elementary School	San Ildefonso South	3
66	Mildred R. Culala	School Principal II	Sapang Dayap Elementary School	San Ildefonso South	3
67	Teresita A. Chan	School Principal III	Sapang Putik Elementary School	San Ildefonso South	3
68	Analy F. Santos	School Principal III	Akle Elementary School	San Ildefonso South	3
69	Eufrocina S. Santos	Head Teacher III	Basuit Elementary School	San Ildefonso South	3
70	Romulo J. Roxas Jr.	School Principal I	Upig High School	San Ildefonso South	3
	Participants from San Miguel North District				
71	Norlan P. Velayo	School Principal III	Malibay Integrated School	San Miguel North	3
72	Lynn T. Caña	OIC-Head Teacher III	Pulong Duhat Primary School	San Miguel North	3
73	Joel G. Cayetano	School Principal III	Partida National High School	San Miguel North	3
74	Cesar G. Lipana	School Principal I	Sacdalan Elementary School	San Miguel North	3

	Participants from San Miguel South District				
75	Richelle SD. Sagum	Head Teacher III	Pacalag Integrated School	San Miguel South	3
76	Arlene R. Legaspi	School Principal II	Doña Narcisa B. Vda De Leon Elementary School	San Miguel South	3
77	Jobelle R. Liongson	School Principal IV	Salacot Elementary School	San Miguel South	3
	Participants from San Miguel Central District				
78	Alma C. Bacual	School Principal III	Sta. Lucia Elementary School	San Miguel Central	3
79	Joel A. Cruz	School Principal III	John J. Russell Memorial High School	San Miguel Central	3
80	Daria D. Cadorna	OIC-Asst. School Principal	Balite Elementary School	San Miguel Central	3
81	Liza G. Suarez	School Principal I	San Juan Elementary School	San Miguel Central	3
82	Mary Grace M. Agag	Head Teacher III	Labne Elementary School	San Miguel Central	3
83	Mark Christopher B. Intervalo	School Principal I	Masapilit Elementary School	San Miguel Central	3
84	Bryan DC. Gabriel	School Principal I	Emilia Perez Ligon High School	San Miguel	3
	Participants from DRT District				
85	Jeffrey C. Dote	Teacher-in-Charge/T-III	Talamsi II Elementary School	DRT	3
86	Mark Joven M. Gurion	Administrative Officer II	Talamsi II Elementary School	DRT	3
87	Jonalyn S. Perez	Teacher-in-Charge/T-III	Kambubuyugan Elementary School	DRT	3
88	Rona C.Castro	School Principal I	Pulong Sampaloc Elementary School	DRT	3
89	Lailanie C. Pascual	Administrative Officer II	Pulong Sampaloc Elementary School	DRT	3
90	Zandro P. Donceras	School Principal I	Kalawakan Elementary School	DRT	3
91	Imelda M.Villadarez	OIC-MT-I	Cabayunan Elementary School	DRT	3
92	Marites M. Valencia	Administrative Officer II	Cabayunan Elementary School	DRT	3
93	Geofrey M. Granada	OIC-School Head	Talbak Elementary School	DRT	3
94	Helen P. Santiago	Head Teacher III	Baras Bakal Elementary School	DRT	3
95	Novemark Carlo DR. Busog	Teacher-in-Charge/T-III	Kawit Elementary School	DRT	3
96	Arfel D. Alvaro	Head Teacher I	Talamsi I Elementary School	DRT	3
97	Herminia C. Roxas	School Principal II	Sapang Bulac Elementary School	DRT	3
98	Jomar C. Merino	Teacher-in-Charge/T-II	Basyo Elementary School	DRT	3
99	Romel C. Roque	OIC-MT-II	Calumpit Elementary School	DRT	3
100	Harvin R. Gurion	Administrative Officer II	Calumpit Elementary School	DRT	3
101	Airene C. San Gabriel	OIC-Head Teacher III	Alejandro E. Flores Sr. Elementary School	DRT	3
102	Ma. Jesusa S. Vigonte	Teacher-in-Charge	Duplas Elementary School	DRT	3

103	Edrison A. Raymundo	School Principal I	Camachile Elementary School	DRT	3
104	Julius Brian G. Ortega	Head Teacher III	Kalayakan Elementary School	DRT	3
105	Airene B. Delos Reyes	School Principal III	Sapang Bulac High School	DRT	3
106	Arnold P. Gamboa	School Head	Esteban Paulino High School	DRT	3
107	Geraldine M. Nogoy	OIC-T-III	Kalayakan High School	DRT	3
108	Mar Florence DC. Sebastian	School Principal I	Talbak High School	DRT	3
	Participants from San Rafael East District				
109	Rodella G. Mendoza	School Principal III	Caingin Elementary School	San Rafael East	3
110	Cora Nympha A. Santos	Head Teacher III	Pasong Callos Elementary School	San Rafael East	3
111	Maricris V. Dela Cruz	Head Teacher III	Pulo Elementary School	San Rafael East	3
112	Mary Jane S. Malapitan	OIC-Head Teacher III	Sapang Pahalang Elementary School	San Rafael East	3
113	Lannie N. Peregrino	School Principal IV	San Rafael Central School	San Rafael East	3
114	Nerissa SG. Calubayan	Administrative Officer II	Maronquillo National High School	San Rafael East	3
	Participants from San Rafael West District				
115	Cristina G. Leano	School Principal III	Capihan Elementary School	San Rafael West	3
116	Marilyn D. Cruz	Head Teacher III	San Agustin Elementary School	San Rafael West	3
117	Rizza R. Guansing	OIC-Head Teacher III	Dagat-Dagatan Elementary School	San Rafael West	3
118	Clarissa S. De Guzman	School Principal I	Diliman Elementary School	San Rafael West	3
119	Ma. Alma V. Balanza	School Principal IV	Maguinao Elementary School	San Rafael West	3
120	Maria Divina D. Valderama	School Principal I	Salapungan Elementary School	San Rafael West	3
121	Yolanda L. Valdizno	Head Teacher III	Pulong Bayabas Elementary School	San Rafael West	3
122	Amador De Vera Mercado	Head Teacher III	Pasong Inchik Elementary School	San Rafael West	3
123	Medardo III Q. Valera	School Principal I	Pinacpinacan Elementary School	San Rafael West	3
124	Rodrigo Jr. V. Jacinto	School Principal III	Salapungan National High School	San Rafael West	3
125	Elenita SD. Requejo	School Principal II	Lydia D. Villangca Trade School	San Rafael West	3
126	Jenelyn V. Dela Cruz	Administrative Officer II	Lydia D. Villangca Elementary School	San Rafael West	3
	Participants from Obando District				
127	Armida SJ. Santos	School Principal II	Panghulo Elementary School	Obando	4
128	Vilma S. De Ocampo	School Principal III	Paco Elementary School	Obando	4
129	Jenelyn DL. Eusebio	Head Teacher III	Catanghalan Elementary School	Obando	4
130	Arnel R. Antonio	Head Teacher I	Tawiran Elementary School	Obando	4
131	Marilyn H. Anzures	Head Teacher II	Lawa Elementary School	Obando	4

132	Cristina A. Sanchez	School Principal II	San Pascual Elementary School	Obando	4
133	Jessfer John R. Cruz	Head Teacher I	Salambao Elementary School	Obando	4
134	Genevieve A. Aguilar	Administrative Officer II	Obando Central School	Obando	4
135	Melanie F. Villafane	Administrative Officer II	Paco Elementary School	Obando	4
136	Joerlin J. De Guzman	School Principal III	Binuangan Elementary School	Obando	4
	Participants from Marilao North District				
137	Michaela DC. San Buenaventura	School Principal I	Marilao Central Integrated School	Marilao North	4
138	Edelson C. Delos Santos	School Principal IV	FSS Patulo Elementary School	Marilao North	4
139	Sheryll T. Briones	Administrative Officer II	Prenza Elementary School	Marilao North	4
140	Mylene G. Reyes	Administrative Officer II	Sta. Rosa I Elementary School	Marilao North	4
141	Audrey D. Sia	Administrative Officer II	Loma De Gato Elementary School	Marilao North	4
142	Joshua Joy T. Lozano	Administrative Officer II	Sta. Rosa II Elementary School	Marilao North	4
143	Emerine I. Lopez	Administrative Officer II	Patubig Elementary School	Marilao North	4
	Participants from Marilao South District				
144	Rowena A. Billoso	OIC-Head Teacher III	Ibayo Elementary School	Marilao South	4
145	Cedrick P. Chua	Administrative Officer II	Northville 4B Elementary School	Marilao South	4
146	Ma. Carmelina V. Chua	Administrative Officer II	Tabing-ilog Elementary School	Marilao South	4
	Participants from Balagtas District				
147	Romeo Jr. E. Batusin	Administrative Officer II	Gat Francisco Balagtas HS	Balagtas	5
148	Richard B. Bernabe	OIC-Head Teacher VI	Balagtas National Agricultural HS Annex	Balagtas	5
149	Evangelina S. Cristobal	School Principal IV	Balagtas National Agricultural HS	Balagtas	5
	Participants from Bocaue District				
150	Vincent C. Villamora	OIC-MTII	Bunlo Elementary School	Bocaue	5
151	Enrico O. Manaid	School Principal IV	Lolomboy Elementary School	Bocaue	5
152	Rhos Marie R. Ramos	School Principal II	Batia High School	Bocaue	5
153	Angelica Valentin	Administrative Assistant (Property Custodian)	Batia High School	Bocaue	5
	Participants from Guiguinto District				
154	Rosario L. Martin	School Principal IV	Malis Elementary School	Guiguinto	5
155	Ronald G. Gabito	School Principal III	Guiguinto Central School	Guiguinto	5
156	Oliver M. Mangao	OIC-MTII	Daungan Elementary School	Guiguinto	5

157	Erica T. Bautista	Administrative Officer II	Daungan Elementary School	Guiguinto	5
158	Analyn B. Cabuhat	OIC-Head Teacher III	Tiaong Elementary School	Guiguinto	5
	Participants from Pandi South District				
159	Candida H. Sincero	School Principal I	Sto. Nino Elementary School	Pandi South	5
160	Rowena S. Dela Cruz	School Principal III	Cacarong Elementary School	Pandi South	5
161	Jake C. Viaña	School Head/Asst. School Principal	Bagbaguin Elementary School	Pandi South	5
162	Rosalie G. Centeno	OIC-MTI	San Isidro Labrador Elementary School	Pandi South	5
163	Christopher Glenn E. Santos	OIC-Head Teacher III	Bunsuran III Elementary School	Pandi South	5
164	Clarissa D. Serpa Juan	School Principal II	Bagong Barrio Elementary School	Pandi South	5
165	Nancylita C. Cubol	School Principal IV	Bunsuran National High School	Pandi South	5
	Participants from Pandi North District				
166	Cherry Ann B. Hernal	School Principal IV	San Roque Elementary School	Pandi North	5
	Participants from Angat District				
167	Editha R. San Pedro	Head Teacher II	Bayabas Elementary School	Angat	6
168	Paulino K. Carpila Jr.	Teacher-in-Charge/TI	Bato Elementary School	Angat	6
169	Richard C. Bagtas	School Principal III	Binagbag National High School	Angat	6
170	Virginia S. San Gabriel	School Principal IV	Pres. Diosdado P. Macapagal Memorial High School	Angat	6
	Participants from Norzagaray West District				
171	Mark P. Armenta	OIC-MTI	SHS within Luis Gravador ES	Norzagaray West	6
172	Ricardo C. Benis Jr.	School Principal III	FVR National High School	Norzagaray West	6
173	Jessica A. Dela Cruz	Administrative Officer II	North Hills Village High School	Norzagaray West	6
174	Josephine E. Genobiagon	School Principal IV	Norzagaray Elementary School	Norzagaray West	6
175	Melody B. Mendoza	School Principal I	Baraka Elementary School	Norzagaray West	6
176	Imelda E. Carreon	School Principal II	Matictic Integrated School	Norzagaray West	6
177	Sherwin M. Santos	School Principal II	Partida Elementary School	Norzagaray West	6
178	Marianito S. Ventucillo, Jr.	School Principal IV	North Hills Village Elementary School	Norzagaray West	6
	Participants from Norzagaray East District				
179	Francisca T. Salvador	School Principal III	Minuyan National High School	Norzagaray East	6
180	Imelda DT. Mateo	Head Teacher III	Minuyan National High School	Norzagaray East	6

	Participants from Sta. Maria Central District				
181	Maria Elizabeth A. Dela Cruz	Officer-in Charge	Lalakhan Elementary School	Sta. Maria Central	6
182	Arlene I. Cutara	School Principal II	Sta. Cruz Elementary School	Sta. Maria Central	6
183	Melanio Jr. T. Corpuz	School Head-TIII	Manggahan Elementary School	Sta. Maria Central	6
184	Monaliza M. Villanueva	School Principal IV	Sta. Maria Elementary School	Sta. Maria Central	6
185	Monaliza D. Casquero	School Principal III	Sta. Cruz High School	Sta. Maria Central	6
186	Marilou F. Geronimo	Administrative Officer II	Miguel M. Cruz Memorial School	Sta. Maria Central	6
	Participants from Sta. Maria East District				
187	Jeffrey DC. Basilio	School Principal IV	Catmon National High School	Sta. Maria East	6
188	Mervin G. Lucas	OIC-Head Teacher III	Sta. Maria National High School	Sta. Maria East	6
189	Eloisa Joy S. Malaque	Bookkeeper	Sta. Maria National High School	Sta. Maria East	6
190	Josephine L. Cabuhat	School Principal I	San Gabriel National High School	Sta. Maria East	6
191	Annabelle L. Gaddi	School Principal III			
Total			**191**		

	RESOURCE SPEAKERS	**Name**	**No. of RS**
192	Department of Environment and Natural Resources (DENR)	Mr. Mario Umipig III	1
193	Land Registration Authority (LRA) Registry of Deeds of Meycauayan Bulacan	Mr. Bernie C. Flores	1
194	Municipal Assessor's Office	Engr. Arnic B. Hermogenes	1
195	Schools Division of Bulacan	Engr. Michael Ebreo TA IV (Engr. III)	1
196	Schools Division of Bulacan	Arch. Antoinette C. De Guzman TA IV (Arch. III)	1
Resource Speakers Total			**5**

CENTRAL OFFICE			
	FACILITATORS	**DESIGNATION**	**OFFICE**
197	Atty. Moises N. Lorenzo	TAIV (ATTY IV)	Site Titling Office
198	Atty. Samantha Faye B. Tribiana	TA IV (ATTY IV)	Site Titling Office

199	Atty. Maria Martha Ysabel D. Ilgan	TA IV (ATTY IV)	Site Titling Office
200	Engr. Angel Joy B. Quitorio	TA IV	Site Titling Office
201	Beatrice Bernardine G. Tan	TA II	Site Titling Office
Central Office Total			**5**

TECHNICAL WORKING GROUP			
	TECHNICAL WORKING GROUP	**DESIGNATION**	**OFFICE/AGENCY**
202	Atty. Cornelio A. Pacala	Attorney V	SDO-BULACAN
203	Jossa Marie E. Castillo	TA II	SDO-BULACAN
204	Marie Anthonette T. Panganiban	Nurse II	SDO-BULACAN
205	Ma. Leonora B. Ignacio	Nurse II	SDO-BULACAN
206	Jennifer O. Daguman	PDO I	SDO-BULACAN
207	Rowell J. Roxas	AO II	Sta. Peregrina Elementary Schoool
208	Jan Anthony A. Banag	AO II	Inaon Integrated School
209	Clarissa C. Ordonio	ICTS Staff	Inaon Integrated School
210	Sherwin Mae B. Villasenor	ICTS Staff	Sto. Cristo Elementary School
211	(MC) Lorelie F. Carillo	School Principal	Bangkal Elementary School
212		Driver	SDO-BULACAN
Technical Working Group Total			**11**

Annex 2:

Training Workshop on Land Ownership Verification, Documentation, and Titling Process for DepEd Personnel (Batch 3)

Program of Activities

Day 1

Time	Activity	In-Charge
7:00 AM - 9:00 AM	Registration/Breakfast	All Participants
9:00 AM - 9:15 AM	Preliminaries • Prayer • National Anthem • Bagong Pilipinas Hymn • DepEd Bulacan March • Acknowledgement of Participants	
9:15 - 9:30 AM	Welcome Remarks	(Host Division) **JAIME T. TUGADE, PhD, CESE, RGC** Assistant Schools Division Superintendent
9:30: - 9:45 AM	Inspirational Message	**CECILIA E. VALDERAMA, PhD, CESO VI** Schools Division Superintendent Office of the Schools Division Superintendent
9:45 AM – 10:00 AM	Statement of Objectives	**Atty. Cornelio A. Pacala** Attorney V Supervising Officer – STO
10:00 AM- 10:15 AM	Morning Break	

10:15 AM – 12:00 NN	Legal Basis and Guidelines on Acquisition and Titling of School Sites	Speakers: 1. Atty. Moises N. Lorenzo TA IV (Atty. IV) STO-Central Office 2. Atty. Samantha Faye B. Tribiana TA IV (Atty. IV) STO-Central Office
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Guidelines and requirements for school sites surveying	Speaker: Engr. Angel Joy B. Quitorio TA IV (Atty. IV) STO-Central Office
2:00 PM – 2:45 PM	Presentation of School Sites Data System of Central Office and Division Office	Speakers: 1. Ms. Beatrice Bernardine G. Tan TA II (STO-Central Office) 2. Atty. Cornelio A. Pacala Atty. V, Supervising Officer (STO-SDO Bulacan)
2:45 PM – 3:00 PM	Afternoon Break	
3:00 PM- 4:00 PM	Importance and requirements of school sites in relation to the construction of school buildings	Speakers: 1. Engr. Michael R. Ebreo TA IV (Engr. III) Division of Bulacan 2. Antoinette C. De Guzman TA IV (Arch. III) Division of Bulacan

4:00 PM- 5:00 PM	Discussion on the Funding requirements for the acquisition and titling of school sites	Speaker: Atty. Maria Martha Ysabel D. Ilagan TA IV (Attorney IV) STO-Central Office
5:00 PM – 5:05 PM	Administrative Announcement	Management

Day 2

8:00 AM – 8:15 AM	Preliminaries	Master of Ceremony
8:15 AM – 09:00 AM	**Workshop:** Identification and encoding of school sites documents	Facilitators: 1. Atty. Moises N. Lorenzo 2. Atty. Samantha Faye B. Tribiana 3. Atty. Maria Martha Ysabel D. Ilagan 4. Engr. Angel Joy B. Quitorio
9:00 AM- 10:00 AM	**Workshop:** Identification of issues and concerns of the school sites	Facilitators: 1. Atty. Moises N. Lorenzo 2. Atty. Samantha Faye B. Tribiana 3. Atty. Maria Martha Ysabel D. Ilagan 4. Engr. Angel Joy B. Quitorio
10:00 AM – 10:15 AM	Morning Break	
10:15 AM – 12:00 NN	**Workshop:** Presentation of concerns of the School Sites, review of documents, and troubleshooting of the issues	Facilitators: 1. Atty. Moises N. Lorenzo 2. Atty. Samantha Faye B. Tribiana 3. Atty. Maria Martha Ysabel D. Ilagan 4. Engr. Angel Joy B. Quitorio
12:00 NN – 1:00 PM	Lunch Break	All

1:00 PM – 3:00 PM	**Workshop:** Presentation of concerns of the School Sites, review of documents, and troubleshooting of the issues	Facilitators: 1. Atty. Moises N. Lorenzo 2. Atty. Samantha Faye B. Tribiana 3. Atty. Maria Martha Ysabel D. Ilagan 4. Engr. Angel Joy B. Quitorio
3:00 PM – 3:10 PM	Afternoon Break	
3:10 PM – 5:00 PM	Open Forum and takeaways of the participants	Division Personnel, School Heads, and other resource speakers

Day 3

8:00 AM – 8:50 AM	Discussion on the Guidelines for the Process and Issuance of Special Patents for Public School Sites Under Republic Act No. 10023.	Resource Speaker from DENR/CENRO **Mr. Mario Umipig III** Land Management Officer II
8:50 AM – 9:05 AM	Q&A	
9:05 AM – 9:55 AM	Discussion on the Role of the Land Registration Authority (LRA) in the Titling of Public School Sites: Legal Mandates, Processes, and Partnerships with DepEd	Resource Speaker from LRA **Mr. Bernie C. Flores** Records Officer
9:55 AM – 10:10 AM	Q&A	
10:10 AM – 10:25 AM	Morning Break	
10:25 AM – 11:15 AM	Discussion on Tax Declaration covering its legal basis, processes, purpose, contents, limitations, and importance in the processing of school sites	Resource Speaker from Municipal Assessor's Office **Engr. Arnic B. Hermogenes** Department Head
11:15 AM – 11:30 AM	Q & A	
11:30 AM – 12:00 NN	**Closing Remarks**	**Atty. Cornelio A. Pacala** Attorney V Supervising Officer - STO