



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division  
Superintendent**

**MEMORANDUM**  
**No. 603, s. 2025**

**CONDUCT OF THE SEMINAR “EMPOWERING OF SCHOOL HEADS AND  
PROPERTY CUSTODIANS IN BASIC LAND TITLING FOR PUBLIC SCHOOLS”**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Principals / OICs  
All Others Concerned

1. Attached is Regional Memorandum No. 1090, s. 2025 dated November 13, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is initiated to the attached list of participants.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated  
References: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

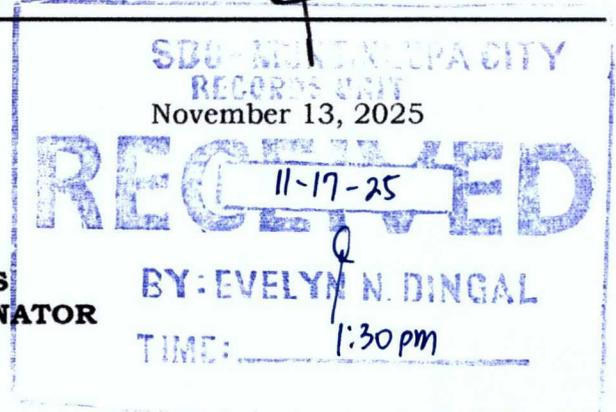
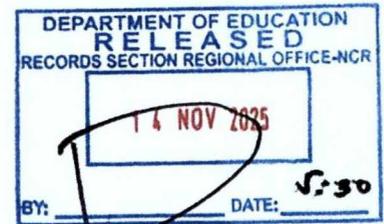
CONDUCT SEMINAR  
MRAO/DM/ CONDUCT OF THE SEMINAR “EMPOWERING OF SCHOOL HEADS AND PROPERTY CUSTODIANS IN BASIC LAND  
TITLING FOR PUBLIC SCHOOL”  
603 /November 19, 2025

NUM-2025-603



Republic of the Philippines

Department of Education  
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM  
ORD - 2025 1090

To: **SCHOOLS DIVISION SUPERINTENDENTS  
DIVISION ATTORNEYS/LEGAL COORDINATOR  
DIVISION ENGINEERS  
SCHOOL HEADS  
ALL OTHERS CONCERNED**

**CONDUCT OF THE SEMINAR “EMPOWERING OF SCHOOL HEADS AND  
PROPERTY CUSTODIANS IN BASIC LAND TITLING FOR PUBLIC  
SCHOOLS”**

1. In reference to DepEd Regional Memorandum No. 1045, s.2025 dated November 3, 2025, the seminar entitled “**EMPOWERING SCHOOL HEADS AND PROPERTY CUSTODIANS IN BASIC LAND TITLING FOR PUBLIC SCHOOLS**” has been **RESCHEDULED** to November 20-21, 2025 (BATCH 1) and November 27-28, 2025 (BATCH 2). The above-mentioned activity will be conducted at **Green Sun Hotel, 2285 Chino Roces Ave, Makati City.**
2. Kindly refer to the enclosures for details:
  - a. List of Participants (Enclosure 1)
  - b. Indicative Program of Activity (Enclosure 2)
3. Participants are required to bring their respective School Land Ownership Documents and are expected to be at the venue at exactly 8:00 A.M. on Day 1 of their assigned batch. The first meal to be served will be breakfast on Day 1 and the last meal will be P.M. snacks on Day 2.
4. Proportionate expenses shall be charged to registered participants who fail to attend without valid reason. Expenses relative to the conduct of the seminar such as board and lodging, supplies and materials, and contingency, are chargeable against downloaded fund OSEC-NCR-25-02998 of the Sites Titling Office, while transportation expenses of participants are chargeable against their local funds, subject to the usual budgeting and accounting rules.



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5. For further inquiries, please contact Engr. Jethro R. Campomayor via email at [jethro.campomayor@deped.gov.ph](mailto:jethro.campomayor@deped.gov.ph)

**JOCELYN DR. ANDAYA**

Regional Director, NCR

Concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations



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Enclosure 1. List of Participants

**“EMPOWERING SCHOOL HEADS AND PROPERTY CUSTODIANS IN BASIC LAND  
TITLING FOR PUBLIC SCHOOLS”**

**BATCH 1**

November 20-21, 2025

Green Sun Hotel, 2285 Chino Roces Ave, Makati City

<b>NAME</b>	<b>OFFICE</b>
Reggie E. Pascual	Division of Caloocan City
Maria Milagros D. Lapitan	
Franklin E. Bartolay	
Gerald S. Bartolome	
Silverio D. Guillermo	
Samuel Eugenio	
Alfonso F. Belmonte	
Marites A. Cortez	
Maria Victoria G. David	
Medardo M. Edora	
Francisco G. Corpin	Division of Las Piñas City
Cholo Karlo A. Lopez	
Jennifer T. Erispe	
Mar P. Eyas	
Nonie B. Pagulayan	
Garfel V. Lerin	
Quennie Joy M. Rugas	
Sheila L. Porras	
Maria Rosario A. Manalus	
Dje Lynn C. Plomantes	
Guia S. Laguitao	Division of Manila City
Rubie Anne U. Cristobal	
Reynaldo Q. Garcia	
Arlene Eufrocina P. Mislant	
Belinda V. Dionisio	
Rene B. Mellendres	
Jonathan Guillermo	
Michael V. Ricalde	
Jennifer Mendoza	
Joanne Fel Halcon Liwag	



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Ralph Ryan N. Dungca	
Julia V. Balaguer	
Alberto D. Cayetano	
Rosana R. Bernal	
Proserfina I. Cardenas	
Michelle A. Trabado	Division of Malabon City
Clarissa A. Soriano	
Alyanna M. Omolida	
Virgie P. Mondido	
Diana Jane M. Hermida	
Miriam V. Basilio	
Cynde Z. Cordano	
Arsenio R. Ranay	
Noevalyn P. Tambis	
Jocelyn N. Tamayo	
Efren S. Consemino	
Henry A. Sabidong	
Viva D. Carreon	
Elizabeth E. Catibog	
Marlowe Louis F. Fabunan	
Roxane S. Villanueva	
Elivira R. Canilao	
Josephine Emperado	
Joseph Alegre	
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Merly Callueng Villasanta	
Aizaleen M. Garchitorena	
Jeenalyn S. Cruz	
Herminigilda I. Declaro	
Mary Joyce C. Espenida	
Flordeliza Magallanes	
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Maricel Lumio		
Jennifer Acierto		
Mary Jean Dalugdog		
Ladylyn Elchico		
Louie Valdez		
Cherry Luis		
Jinky Santos		
Rosalie Torres		
Sonia M. Padernal	Division of Navotas City	
Ronaldo L. De Dios		
Ma. Fe M. Jubilo		
Aileen E. Cabarrubias		
Melinda M. Matias		
Alma De Lara-Santos		
Melinda M. Davadilla		
Kristine Joie L. Deala		
Jennie Vie R. Antonio		
Joanna Marie B. Navaroza		
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Ofelia P. Ruiz		
Sharol I Begarra		
Arthur G. Cruz		
Rose Ann S. Torrazo		
Ruth A. Bambilla		
Kevin Clark F. Belena		
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Glenda Tabaquirao		
Myra D. Samia		
Marilleth C. Alcalá		
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Jerome R. Delos Santos	
Amelia N. Ayaton	
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Kyle B. Vilgera	
Charlotte Mae M. Magundayao	
Rommel I. Aplacador	

**BATCH 2**

November 27-28, 2025

Green Sun Hotel, 2285 Chino Roces Ave, Makati City

<b>NAME</b>	<b>OFFICE</b>
Marites J. Tarrago	Division of Caloocan City
Felix O. Casagan	
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Gina J. Tolledo	
Elizabeth F. Valbuena	
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Adoracion R. Santos	
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Arlene C. Ocol	
Joseph F. De Leon	
Josephine S. De Ocampo	



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Elizabeth S. Cadion	
Evangeline P. De Leon	
Lilybeth F. Cuento	
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John Ernest H. Fernandez	
Riza B. Formilleza	
Maria Criselda G. Bautista	
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Vhalie Rose S. Uson	
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Steviemart Leddon C. Cortes	
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Hilda F. Tardecilla	
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Rebecca P. Caranza	
	Division of Muntinlupa City
Michael M. Daco	Division of Navotas City
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Florietta M. Quijano	
Phila Mae V. Yula	
Salita L. Salaysay	
Carlos M. Oro	
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Almira S. Fajardo	
Dinno P. Mendiola	
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Elizabeth E. Eva	
Lia Sarvida	



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Vilma F. Forbes	
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Jeanne C. Rejuso	
Norma B. Jamon	
Laarni R. Alejandro	
Estelita T. Beltran	
Chris Patrick E. Nicerio	
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Ivy A. Tanglao	
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	Division of Quezon City
Cesar A. Camayra	
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Daisy Llarvez	
Robinson Arias	
Mary Rose Valenzuela	
Francis Chit Baldonado	
Glen Iawat	
Remedios Perez	
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Magdalena Estidola	
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Mark Roger L. Garcia	
Jenny Marie L. Serandon	
Marilyn C Resurreccion	
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## Department of Education

NATIONAL CAPITAL REGION

### Enclosure 2. Indicative Program of Activities

<b>Day 1 November 20, 2025</b>		
<b>TIME</b>	<b>ACTIVITY/ TOPIC</b>	<b>IN-CHARGE/ RESOURCE SPEAKER</b>
7:00- 8:00 AM	Arrival, and registration of participants	Technical Working Group
8:00 – 8:30 AM	<b>Opening Program</b> Nationalistic Song Interfaith Prayer Quality Policy Statement Bagong Pilipinas Hymn	Technical Working Group
	Welcome Remarks	<b>ATTY. ANNALIZA G. ESPERANZA</b> Attorney IV
	Director's Message	<b>JOCELYN DR ANDAYA</b> Regional Director, NCR Concurrent Officer-in-Charge, Office of the Assistant Secretary for Operation
	Acknowledgement of Participants and Leveling of Expectations	<b>Technical Working Group</b>
	Statement of the purpose	<b>ENGR. JETHRO CAMPOMAYOR</b> Technical Assistant IV
8:30 - 9:45 AM	<b>“Direction Setting relative to school titling”</b>	<b>SPEAKER 1</b>
9:45 – 10:00 AM	<b>A.M. Snacks</b>	



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10:00 AM – 12:00 NN	<b>“Evolving classification of school sites”</b>	<b>SPEAKER 1</b>
12:00 NN – 1:00 PM	<b>LUNCH</b>	
1:00 – 2:45 PM	<b>“Securing tomorrow’s Learning: DENR’s role in Titling School Lands”/ “Effective Management and Safeguarding of School Assets”</b>	<b>SPEAKER 2</b>
2:45 - 3:00 PM	<b>P.M. Snacks</b>	
3:00 – 4:45 PM	<b>“Legal Framework for Public School Land Titling”/ Effective Management and Safeguarding of School Assets”</b>	<b>SPEAKER 2</b>
4:45 - 5:00 PM	<b>Question and Answer/ Action Plan/ Open Forum</b>	Technical Working Group

<b>Day 2 November 21, 2025</b>		
<b>TIME</b>	<b>ACTIVITY/ TOPIC</b>	<b>IN-CHARGE/ RESOURCE SPEAKER</b>
8:00 AM – 8:15 AM	Management of Learning	Technical Working Group
8:15 AM – 10:00 AM	<b>“The role of Land Registration Authority in Public School Land Titling”</b>	<b>SPEAKER 3</b>



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10:00 AM – 10:15 AM	<b>A.M. Snacks</b>	
10:15 AM – 12:00 NN	<b>“Applicable Laws, LRA Rules, and Regulation”</b>	<b>SPEAKER 3</b>
12:00 NN – 1:00 PM	<b>LUNCH</b>	
1:00 PM – 2:30 PM	<b>“Securing Education’s Foundation: OSG’s Legal front in School Land Protection”/ “An overview of common land ownership documents for public school sites”</b>	<b>SPEAKER 4</b>
2:30 PM - 2:45 PM	<b>P.M. Snacks</b>	
2:45 PM – 4:45 PM	<b>“Building Foundations: Land Titling for Public School Development”/ Presentation of school documents”</b>	<b>SPEAKER 4</b>
4:45 PM - 5:00 PM	<b>Question and Answer/ Action Plan/ Open Forum</b>  <b>Closing Ceremony</b> Awarding of Certificates Response from the participants Closing Remarks Closing Prayer	Technical Working Group



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