



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

SEP 10 2025

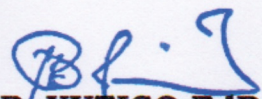
REGIONAL MEMORANDUM

No. 360 s. 2025

**DISSEMINATION OF DEPED MEMORANDUM OULLA-2025-1846
INTERAGENCY CONSULTATION OF THE DIFFERENT PROCEDURES ON
SCHOOL TITLING PROCESSES CLUSTER 1 AND CLUSTER 2**

To: Schools Division Superintendents
Division Legal Officers
Division Engineers
All Others Concerned

1. Attached is DepEd Memorandum OULLA-2025-1846 dated September 8, 2025 regarding the Interagency Consultation of the Different Procedures on School Titling Processes Cluster 1 And Cluster 2.
2. The Conference will be held on September 17-19, 2025 in the National Capital Region.
3. The travel and incidental expenses of the participants shall be charged against their respective local funds. The participants must register online at <http://forms.gle/is9MaDp35oPWaQfW8> on or before September 9, 2025. Only Registered participants will be accommodated.
4. All concerned are enjoined to read and comply strictly with the attached Memorandum and its provisions.
5. Equal Opportunity Principle (EOP) shall be exercised to underscore the Department's policy of no discrimination against any personnel for professional learning and development regardless of age, gender, civil status, disability, region, ethnic group and political beliefs.
6. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2025-1846

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION LEGAL OFFICERS
REGIONAL AND DIVISION ENGINEERS
ALL OTHERS CONCERNED



FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary for Legal and Legislative Affairs

ATTY. CHRISTIAN E. RIVERO
Director IV
Supervising Director, Sites Titling Office

SUBJECT : INTERAGENCY CONSULTATION OF THE DIFFERENT
PROCEDURES ON SCHOOL TITLING PROCESSES CLUSTER 1
AND CLUSTER 2

DATE : SEP 08 2025

This is in reference to the conduct of the Interagency Consultation of the Different Procedures on School Titling Processes Cluster 1 and Cluster 2 which will be conducted on 17-19 September 2025 and 24-26 September 2025, respectively, in the National Capital Region. This activity will be divided into two clusters:

| Cluster | Participants |
|-----------|----------------------|
| Cluster 1 | Visayas and Mindanao |
| Cluster 2 | Luzon 1 and Luzon 2 |

This activity aims to be a forum on the following matters: a) the processes involved in the acquisition and titling of lands occupied by public schools; b) the current challenges and developments in securing land ownership, specifically those from other government agencies such as the Department of Agrarian Reform and Department of Human Settlements and Urban Development; and c) the plans and future directions of the Sites Titling Office, including the introduction of the Web-Based School Site Ownership Document Management System.

In this regard, each Regional Office and Division Office shall designate and send two (2) representatives for each office to the said activity, preferably the personnel directly responsible for facilitating the titling of public school sites. The designated representatives must be well-versed in the school site titling processes and shall present specific concerns or issues encountered in their respective areas.

The travel and incidental expenses of the participants shall be charged against their respective local funds. Participants must register online at <https://forms.gle/is9MaDp35oPWaQfW8> on or before **9 September 2025**. Please be aware that only registered participants will be accommodated.

For further details or information, please contact Ms. Jolina S. Gammad at 0927 791 4230 or via email at sto@deped.gov.ph.

For compliance.



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2025- 1846

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**Interagency Consultation of the
Different Procedures on School Titling
Processes Cluster I (Mindanao and
Visayas)
September 17-19, 2025**

Program of Activities

Day 1 | September 17, 2025

| Activity |
|--|
| Arrival to Venue, Check-in, and Registration |

| Afternoon Session | | |
|-------------------|---|--|
| Time | Activity | |
| 12:00 NN-1:00 PM | LUNCH | |
| 1:30 PM - 2:00 PM | Preliminaries - National Anthem - Prayer - Acknowledgement of Participation - House Rules | |
| 2:00 PM - 2:20 PM | Welcome Remarks | JOCELYN DR ANDAYA Regional Director and Concurrent Officer-in-Charge Office of the Assistant Secretary for Operations |
| 2:20 PM - 2:40 PM | Directives on the Plans and Priorities of the Legal and Legislative Affairs | ATTY. FILEMON RAY L. JAVIER Undersecretary for Legal and Legislative Affairs |
| 2:40 PM - 3:00 PM | Inspirational Message | ATTY. JANINE NICOLE O. CHUA Director IV for Legal Service |
| 3:00 PM - 3:30 PM | STO - Legacy Report | MR. CECILIO D. PERALTA Administrative Officer V |
| 3:30 PM - 4:00 PM | Introduction of STO Web-Application: School Site Ownership Document Management System (SSO-DMS) | MR. FAHAD B. BALINDONG Technical Assistant II MR. JEROME B. BROSO Technical Assistant I |
| 4:00 PM - 4:30 PM | Protocols in the Sites Titling Office | ATTY. MA. MARTHA YSABEL D. ILAGAN Technical Assistant IV |
| 4:30 PM - 5:30 PM | Discussion: Land Use Development and Infrastructure Plan | UNIVERSITY OF THE PHILIPPINES School of Urban and Regional Planning |
| 5:30 PM - 6:00 PM | Open Forum | Facilitated by: ATTY. ALAINE SIGRID G. ABELARDO |
| 6:00 PM - 8:00 PM | DINNER | |

Day 2 | September 18, 2025

| Morning Session | | |
|--------------------------|---|--|
| 6:00 AM - 8:00 AM | Breakfast | |
| 8:00 AM - 8:15 AM | Management of Learning | Regional Office/Schools Division Office |
| 8:15 AM – 9:45 AM | Updates on the Procedures on the Application for Presidential Proclamation for School Sites within Forest/Timber Land | Department of Environment and Natural Resources - Forest Management Bureau (DENR-FMB) |
| 9:45 AM – 10:00 AM | Open Forum | Facilitated by: ATTY. MELFORD A. LAPNAWAN |
| 10:00 AM – 10:10 AM | Morning Health Break | |
| 10:10 AM - 11:40 AM | Updates on the Procedures for the Application of Presidential Proclamation for Public Use | Department of Environment and Natural Resources - Land Management Bureau (DENR-LMB) |
| 11:40 AM – 12:00 NN | Open Forum | Facilitated by: ATTY. MELFORD A. LAPNAWAN |
| 12:00 NN - 1:00 PM | Lunch Break | |
| Afternoon Session | | |
| 1:00 PM - 2:30 PM | Updates on the DAR Issuances/Policies Affecting School Sites | Department of Agrarian Reform (DAR) |
| 2:30 PM - 2:50 PM | Open Forum | Facilitated by: ATTY. MELFORD A. LAPNAWAN |
| 2:50 PM - 3:00 PM | Afternoon Health Break | |
| 3:00 PM - 4:30 PM | Updates on the Procedures on the Use of Ancestral Domain /Land for School Site Purposes | National Commission on Indigenous Peoples (NCIP) |
| 4:30 PM - 6:00 PM | Updates on the Procedure in the Registration and/or Transfer of Title of Lands Donated/Sold to DepEd | Land Registration Authority (LRA) |
| 6:00 PM - 6:10 PM | Open Forum | Facilitated by: ATTY. MELFORD A. LAPNAWAN |
| 6:10 PM - 7:10 PM | DINNER | |

Day 3 | September 19, 2025

| Morning Session | | |
|------------------------|--|---|
| 6:00 AM - 8:00 AM | Breakfast | |
| 8:00 AM - 8:20 AM | Management of Learning | Regional Office/Schools Division Office |
| 8:20 AM - 9:50 AM | Updates on the school sites matter pending before the OSG | Office of the Solicitor General (OSG) |
| 9:50 AM - 10:10 AM | Open Forum | Facilitated by: ATTY. MOISES N. LORENZO |
| 10:10 AM -11:40 AM | Procedure in the Application for Acquisition of Right-of-Way | Department of Public Works and Highways (DPWH) |
| 11:40 AM - 12:00 NN | Open Forum | Facilitated by: ATTY. MOISES N. LORENZO |
| 12:00 NN -12:20 PM | Long-term Plans for the Sites Titling Office | ATTY. CHRISTIAN E. RIVERO Director IV Supervising Director, Sites Titling Office Office of the Undersecretary for Legal and Legislative Affairs |
| 12:20 PM – Onwards | Check-Out and Departure | |