



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

SEP 30 2025

**REGIONAL MEMORANDUM**

No. 431, s. 2025

**CAPACITY DEVELOPMENT ON THE ACQUISITION OF  
LAND OWNERSHIP FOR PUBLIC SCHOOLS IN THE  
PROVINCE OF NEGROS ORIENTAL**

TO: OIC- Assistant Regional Director  
Schools Division Superintendents in the  
Province of Negros Oriental (*Bais City, Bayawan City,  
Canlaon City, Dumaguete City, Guihulngan City, Negros Oriental,  
Tanjay City*)  
All Others Concerned

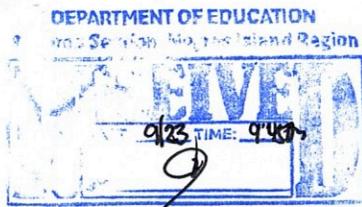
1. Pursuant to Memorandum OULLA-2025-980, *Implementing Guidelines on the Hiring of Contract of Service (CoS) Personnel in the Sites Titling Office of the Central and Field Offices*, and Sub-Allotment Release Order No. OSEC-7-25-02962, this Office directs all concerned Schools Division Offices to support the implementation of the **Capacity Development Design on the Acquisition of Land Ownership for Public Schools in Negros Oriental**.
2. The activity aims to build the capacity of school heads in the proper documentation and titling of public-school sites. Attendance is **required** for **School Principals** from all seven (7) Division Offices under the Negros Island Region.
3. The capacity development activity will be conducted within **October to November 2025**. Specific details on schedule and venue shall be issued and communicated by SDO Negros Oriental as the lead SDO.
4. For more details, coordinate directly to **Atty. Marjorie D. Porcina**, Attorney III of SDO Negros Oriental or **Engr. Renalyn D. Bantoto**, Technical Assistant IV-STO for the Province of Negros Oriental.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: As stated



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Republic of the Philippines  
**Department of Education**  
 Negros Island Region  
 Schools Division of Negros Oriental



**Office of the Schools Division Superintendent**

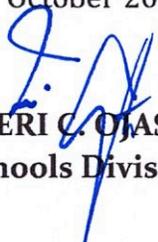
**1<sup>st</sup> Endorsement**  
**September 17, 2025**

Respectfully forwarded to the Office of the Regional Director of the Department of Education, **RAMIR B. UYTICO EDD**, Director, Negros Island Region, thru **Atty. Ron Villanueva**, NIR Legal Officer, the herein copy of the Capacity Development Design for "Acquisition of Land Ownership for Public Schools in the Province of Negros Oriental" together with its attachments, in compliance with Memorandum OULLA-2025-980 titled "Implementing Guidelines on the Hiring of 420 Contract of Service (CoS) Personnel in the Sites Titling Office of the Central Office and Field Offices". This is also in relation to Sub-Allotment Release Order No. OSEC-7-25-02962 which covers funding for Schools Division Offices (SDO's) Operations relative to Sites Titling Program and Activities.

Moreover, item III (A) of Memorandum OULLA-2025-980 specifically directs the CoS team, under the Supervision of the Negros Oriental Division Legal Officer, to plan and coordinate with ALL SDOs within the province of Negros Oriental to facilitate better implementation of this project, as deemed fit for their locality. *Herewith attached is a copy of Memorandum OULLA-2025-980 for easy reference.*

Finally, Sub-Allotment Release Order No. OSEC-7-25-02962 specifically provides financial allocation intended for Capacity Development. *Herewith attached is a copy of Sub-Allotment Release Order No. OSEC-7-25-02962 for easy reference.*

Premises considered, the undersigned is respectfully requesting the issuance of a **Regional Memorandum** coming from your Honorable Office, requiring attendance of the School Principals to the afore-mentioned capacity building. This is intended for School Principals from Public Schools of seven(7) Division Offices under the jurisdiction of the Negros Island Region, which will be implemented on the months of October 2025 and November 2025 as indicated in the Capacity Development Design.

  
**NERI C. OJASTRO EDD, CESO V**  
**Schools Division Superintendent**

9/18/2025

Copy furnished:

- ✓ **DR. ORLANDO G. CADANO EDD, CESO V**  
 Schools Division Superintendent  
 Guihulngan City Division
- ✓ **ANELITO A. BONGCAWIL EDD, CESO VI**  
 Schools Division Superintendent  
 Bayawan City Division



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Schools Division of Negros Oriental

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**Office of the Schools Division  
Superintendent**

- ✓ **BERNADETTE A. SUSVILLA EdD, CESO V**  
Schools Division Superintendent  
Bais City Division
  
- ✓ **ESTELA B. SUSVILLA PhD, CESO VI**  
Schools Division Superintendent  
Tanjay City Division
  
- ✓ **SALVACION J. SENAYO, CESE**  
Schools Division Superintendent  
Canlaon City Division
  
- ✓ **EDMARK IAN L. CABIO EdD, DM-HRM, CESO VI**  
Schools Division Superintendent  
Dumaguete City Division

NCO/EQA-RVAV /MDP



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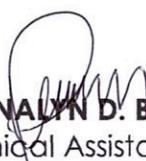
## CAPACITY DEVELOPMENT DESIGN

For

**“ACQUISITION OF LAND OWNERSHIP FOR PUBLIC SCHOOLS IN THE  
PROVINCE OF NEGROS ORIENTAL”**

**DATE:** October 30, 2025; November 06, 2025  
November 13, 2025; November 20, 2025; November 27, 2025  
**VENUE:** TBA

**Prepared by:**

  
**ENGR. RENALYN D. BANTOTO**  
Technical Assistant IV  
Sites Titling Office  
Office of the Undersecretary for Legal and Legislative Affairs  
For Division of Negros Oriental

for the

Department of Education  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

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**I. Identifying Information**

<b>Program Title</b>	: <b>Capacity Development on School Titling Matters</b>
<b>Program Description</b>	: This activity aims to equip school heads with knowledge and technical understanding of land documentation processes, legal frameworks, and the importance of securing school land titles. It supports proper governance, property stewardship, and accountability in line with national education and land administration policies.
<b>Duration</b>	: One day only on October 30, 2025 One day only on November 06, 2025, One day only on November 13, 2025; One day only on November 20, 2025; One day only on November 27 2025;
<b>Management Level of Program</b>	: Division Level Headed by the Legal Unit
<b>Delivery Mode</b>	: Discussion — Open Forum
<b>Target Participants</b>	: School Heads
<b>Number of Participants</b>	: 811
<b>Activity Code (WFP)</b>	:
<b>Total Budget</b>	: <b>₱1,473,080.00</b>
<b>Source of Funds</b>	: MOOE

**II. Rationale**

The primary objective is to equip school heads with updated guidelines on land documentation to resolve the widespread issue of land tenure that exposes schools to legal disputes and hampers infrastructure development. Through this capacity building they will master the process of validating deeds, coordinating with agencies like the Registry of Deeds and DENR, and navigating the path to secure an official title. This initiative will empower them to become proactive stewards and ensure the school's legal and physical foundation to permanently secure the future generations of learners.

**III. Objectives**

At the end of this activity, it is expected that the following will be achieved:

1. Participants have validated and confirmed the current documentation status of school sites.
2. Participants have concretely identified the next steps in the titling process, including agency coordination, and committed to specific actions under their purview.
3. Participants have submitted an updated and actionable action plan, aligned with the timeline and guidance provided by the technical assistants.
4. Participants have proactively flagged remaining gaps or legal concerns/issues requiring elevation to the Division or Legal Unit, with corresponding documentation.





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Region VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

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**IV. Expected Final Outcomes/Success Indicator**

The following are the success indicators of this activity:

1. Increased ownership of school sites of Division of Negros Oriental.
2. Streamlined coordination between school heads, technical assistants, and external agencies (DENR, LGU, DAR, ROD, RTC, etc.)
3. Clear and actionable direction for each school's titling process, with timelines and role assignments.
4. Prevention of legal and/or administrative issues involving school sites.

