



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OCT 02 2025

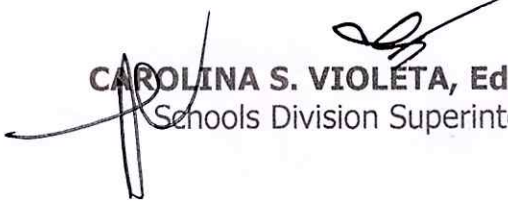
DIVISION MEMORANDUM

No. 431, s. 2025

**CAPACITY ENHANCEMENT FOR SCHOOL HEADS ON LEGAL AND
DOCUMENTARY REQUIREMENTS FOR SECURING SCHOOL OWNERSHIP**

To: Assistant Schools Division Superintendent
Chief of Division, SGOD
Public Schools District Supervisors
All School Heads
All Others Concerned

1. This Office will be conducting a 3-Day Capacity Building entitled **"CAPACITY ENHANCEMENT FOR SCHOOL HEADS ON LEGAL AND DOCUMENTARY REQUIREMENTS FOR SECURING SCHOOL OWNERSHIP"** which will be held on **October 29, 30, and 31, 2025**. The exact venue will be announced by a separate memorandum.
2. All Public Schools District Supervisors are directed to confirm the attendance of the participants in the final list attached herein.
3. School Heads shall be only allowed to be replaced by their Assistant Principal/Administrative Officer II, in the event that they could not attend due to conflict of schedule or emergency situations.
4. The School Head shall accomplish and submit a letter stating the reason/s and proof of non-availability, together with the **REPLACEMENT FORM** to the Legal Unit **on or before October 27, 2025, until 5:00 pm**. Non-compliance will result in the non-recognition of the replacement personnel and the cost of the training shall be charged against the non-attending personnel.
5. Attached herein is the program matrix together with the list of participants. **Attendance is mandatory to all target participants.**
6. This Memorandum shall serve as Travel Authority of the participants.
7. Should you have any questions, please feel free to coordinate with the legal unit for your queries.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

S3/September 30, 2025



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PROGRAM MATRIX

TIME	ACTIVITY	PERSONNEL INVOLVED
DAY 1		
7:00 A.M. – 9:00 A.M.	Registration	TWG
9:00 A.M. – 10:00 A.M.	Preliminaries	TWG
	Opening Remarks	Dr. Carolina S. Violeta, EdD, CESO V - SDO Bataan
	Inspirational Message	Dr. Roland M. Fronda, EdD, CESO V - SDO Balanga
10:00 A.M. – 11:30 P.M.	Discussion on Relevant DepEd Orders Regarding School Site Titling	Atty. Hazel G. Dilig-Carandang Attorney III, SDO Bataan
11:30 A.M. – 12:00 P.M.	Q & A	TWG / Atty. Hazel G. Dilig-Carandang Attorney III, SDO Bataan
12:00 P.M. – 1:00 P.M.	LUNCH BREAK	
1:00 P.M. - 3:00 P.M	Presentation of Findings -Introduction of TAs -Presentation of output and findings per school -Presentation of challenges and recommendations - Updates on school sites	Technical Assistants SDO Bataan
3:00 P.M. – 3:30 P.M.	Q & A	TWG / Technical Assistants
3:30 P.M.–5:30 P.M.	Land Registration Process -Discussion on necessary requirement for land registration -Legal documents needed	Atty. Amante Capuchino Registry of Deeds
5:30 P.M. – 6:00 P.M.	Q & A	TWG / Atty. Amante Capuchino Registry of Deeds
DAY 2		
6:00 A.M. – 8:00 A.M	BREAKFAST	
8:00 A.M. – 8:30 A.M	Preliminaries	TWG
8:30 A.M. – 10:00A.M.	Management of Learning	
	Understanding Legal Instruments of Land Ownership	Atty. Hazel G. Dilig-Carandang Attorney III, SDO Bataan



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	-Discussion of different legal instruments	
10:00 A.M. – 10:30A.M.	Q & A	TWG / Atty. Hazel G. Dilig-Carandang Attorney III, SDO Bataan
10:30 A.M. – 11:30A.M.	BIR Tax Responsibilities in School Land Titling -Discussion on Tax Obligations Prior to Land Transfer or Acquisition	Atty. Mercedes R. Estalilla BIR RDO 20
11:30 A.M. – 12:00 P.M.	Q & A	TWG / Atty. Mercedes R. Estalilla BIR RDO 20
12:00 P.M. – 1:00 P.M.	LUNCH BREAK	
1:00 P.M.– 3:00 P.M.	Legal & Practical Approaches -Addressing land disputes and adverse claims	Atty.Ruhjen S. Osmena Attorney III, SDO Las Piñas
3:00 P.M.– 3:30 P.M.	Q & A	TWG / Atty.Ruhjen S. Osmena Attorney III, SDO Las Piñas
4:00 P.M. – 5:30 P.M.	Inventory of School Sites and Building Requirement Updates	Engr. Merck Bryan Gragasín Division Engineer III SDO Bataan
5:30 P.M. – 6:00 P.M.	Q & A	TWG / Engr. Merck Bryan Gragasín Division Engineer III SDO Bataan
6:00 P.M.	DINNER	
DAY 3		
6:00 A.M. – 8:00 A.M	BREAKFAST	
8:00 A.M. – 8:30 A.M.	Preliminaries Management of Learning	TWG
8:30 A.M. – 10:00 A.M.	Special Patent Processing for School Sites -Overview on Special Patent and Special Land Use Agreements for Protected Areas -Discussion on land eligibility for Special Patent Special Land Use Agreements for Protected Areas	Marivic E. Santos CENRO - Dinalupihan



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	-Documentary requirements for SP and Special Land Use Agreements for Protected Areas	
10:00 A.M. – 10:30 A.M.	Q & A	TWG / Marivic E. Santos CENRO - Dinalupihan
10:30 A.M. – 11:30 A.M.	Sharing of Experiences on Land Title Documentation Processes	Ana Maria I. Garcia Principal IV, SDO Balanga
11:30 A.M. – 12:00 P.M.	Closing Remarks and Message from the Director	Atty. Christian E. Rivero Director IV Supervising Director - STO OULLA
12:00 P.M. -Onwards	LUNCH BREAK Check-out and Awarding of Certificate	



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Project Title: Capacity Enhancement for School Heads on Legal and Documentary Requirements for Securing School Ownership

Budget Proposed: PHP 1,736,200.00

LIST OF PARTICIPANTS (SDO BATAAN)

1	Carolina S. Violeta, EdD, CESO V	Schools Division Superintendent
2	Jerry Dimla Cruz, DEM, CESO VI	Assistant Schools Division Superintendent
3	Ramon C. Perez	Chief SGOD
4	Ronie S. Mendoza	Public Schools District Supervisor – Dinalupihan West
5	Ruel D. Lingad	Public Schools District Supervisor – Dinalupihan East
6	Arlene S. Carlos	Public Schools District Supervisor – Hermosa
7	Jeolfa G. Reyes	Public Schools District Supervisor – Orani
8	Elma P. Dizon	Public Schools District Supervisor – Samal
9	Elvira R. Mina	Public Schools District Supervisor – Abucay
10	Minerva C. Rillo	Public Schools District Supervisor – Pilar
11	Teresita R. Ordiales	Public Schools District Supervisor – Orion
12	Francisco B. Bautista	Public Schools District Supervisor – Limay
13	Rodger R. de Padua	Public Schools District Supervisor – Mariveles
14	Jonathan B. de Guzman	Public Schools District Supervisor – Bagac
15	Mariel Labandillo	Public Schools District Supervisor – Morong
16	Ana Liza V. Dominguez	School Principal I
17	Bernadeth D. Bantique	Officer in Charge School Head
18	Merlina R. Tinao	Principal II
19	Lilibeth F. Vallester	Head Teacher III
20	Myrna B. Torres	Head Teacher III
21	Joseph Raymond Mendoza	Officer in Charge
22	Rosalie F. Sarmiento	Principal I
23	Rose Anne C. Perez	Head Teacher III
24	Gemmaruth G. Castro	Head Teacher III
25	Emily D.R. Mendoza	Principal IV
26	Vilma D. Bermillo	Head Teacher III
27	Jessica A. Torres	Principal II
28	Dante O. Pagsolingan	Head Teacher III
29	Norbilyn Ila	Teacher In Charge
30	Lani C. Pagsolingan	Principal III
31	Nancy C. Carreon	Principal I
32	Joel B. Vargas	Principal I
33	Leonardo Apales	Head Teacher I
34	Mary Ann S. Valdez	Head Teacher III
35	Norman T. Mosquida	Head Teacher III
36	Grace F. Daracay	Head Teacher III



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37	Maria Jesus A. Daria	Head Teacher II
38	Mayrah A. Esconde	Principal I
39	Efren G. Espiritu	Principal I
40	Jane D. Robles	Principal IV
41	Mildred B. Famorcan	Principal II
42	Celia L. Sangalang	Principal II
43	Neila D. Toledo	Principal II
44	Jocelyn M. Reyes	Principal II
45	Joel S. Santos	Head Teacher III
46	Agnes C. Lapid	Principal I
47	Evelyn G. Regala	Principal III
48	Vicent R. Navarro	Administrative Support Personnel II
49	Raffy R. Abilong	Head Teacher III
50	Rolan S. Peñaflor	Head Teacher III
51	Geraldine C. Flores	Principal I
52	Danah Mae D. De Padua	Principal I
53	Mary Ann M. De Mesa	Principal III
54	Joseph A. Robles	Head Teacher I
55	Maricel A. Bansil	Principal I
56	Helen C. Mendoza	Head Teacher III
57	Ariel P. Cañaveral	Principal I
58	Juvy T. Nacu	Principal I
59	Nancy S. Escobido	Principal I
60	Loida D. Fausto	Head Teacher III
61	Philip Ferdinand Q. Cruz	Officer in charge - School Principal
62	Dan-Emel V. Bautista	Head Teacher II
63	Miralou T. Garcia	Principal III
64	Leovigildo V. Guinto	Principal II
65	Marivic Lorna A. Garcia	Principal I
66	Perlie S. Baclig	Principal II
67	Jake B. Bautista	Principal II
68	Ma. Fe Teresa T. Peñaflor	Principal III
69	Miraflor A. Ronquillo	Administrative Support Personnel II
70	Olivia L. Basi	Principal I
71	Joselito S. Gaza	Principal I
72	Liezelle V. Torio	Principal I
73	Hilda D. Sayson	Administrative Support Personnel II
74	Erlinda S. Custorio	Principal III
75	Emily A. Gaza	Principal II
76	Rosario S. Canlas	Principal III
77	Joed T. Rodriguez	Head Teacher III
78	Jennifer J. Comia	Principal I
79	Melanie S. Bugay	Principal I



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80	Marietta L. Tubig	Principal I
81	Enrico S. Susi	Principal I
82	John Paul C. Solon	Head Teacher III
83	Romualdo G. Comia	Principal I
84	Erwin T. Terible	Head Teacher III
85	Lor P. Ronquillo	Head Teacher I
86	Jasmin A. Felipe	Head Teacher III
87	Alvin D. David	Principal II
88	Blessie S. Velasco	Principal I
89	Ma. Linda V. Manzano	Principal I
90	Leovigildo E. Domingo Jr.	Principal I
91	Leilani P. Leaño	Principal I
92	Rowin R. Sanchez	Head Teacher III
93	Ma. Cecilia L. Paguio	Principal III
94	Gemalyn T. Barquin	Principal III
95	Jose D. Labandilo Jr.	Principal I
96	Emelita G. Paguio	Principal I
97	Gemma B. Canare	Head Teacher III
98	Mario R. Victoria	Head Teacher III
99	Anna May P. Roberts	Teacher in Charge - Teacher III
100	Rodrigo S. Panlaque Jr.	Principal I
101	Raichel Evaristo	
102	Jeffrey V. David	Principal II
103	Ma. Concepcion M. Reyes	Principal I
104	Viola T. De Guzman	Head Teacher III
105	Rowena C. Perez	Head Teacher III
106	Jefferson John Basto	Head Teacher III
107	Christian N. Carizal	Principal II
108	Hamilton Cruz	Head Teacher III Officer in Charge
109	Marcelo O. Ventura	Head Teacher III
110	Lolita Benamir	Teacher In Charge
111	Marisa B. Regala	Head Teacher
112	Carolyn R. Reyes	Head Teacher III
113	Noah De Lara	Teacher in Charge
114	Maria Ailene L. Libao	Head Teacher III
115	Norma S. Guinto	Principal I
116	Jethro Nocom	Officer in Charge Senior Education Program Specialist
117	Aurelia L. Garcia	Principal I
118	Maria Chona M. Villegas	Principal I
119	Jeañia L. De Los Santos	Principal I
120	Charito D. Corpus	Principal I
121	Virginia S. Macabuhay	Head Teacher III



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122	Alice M. De Guzman	Head Teacher II
123	Jose C. Guanzon	Head Teacher III
124	Richard Alboro	
125	Dexter V. Fernandez	Head Teacher III
126	Charito Lyn H. Lumibao	Principal I
127	Alberto B. Lorenzo	Head Teacher III
128	Arlene M. Vallejos	Principal II
129	Ivan Gail R. Yarra	Head Teacher III
130	Imelda Corpuz	Officer in Charge Principal
131	Ma. Bernadette E. Mendiola	Principal IV
132	Basilisa S. Icasiano	Principal IV
133	Rowena M. Lisud	Principal II
134	Bryan G. Bulanadi	Head Teacher III
135	Janice A. Mercado	Principal I
136	Kristine Joy Matilla	Head Teacher I
137	Noel T. Lagman	Principal III
138	Marjorie M. Palomo	Principal III
139	Maricel A. Hualde	Officer in Charge Principal
140	Crisalda C. Palad	Principal II
141	Susana R. Cruz	Principal I
142	Jeneffer A. Madarang	Officer in Charge Principal
143	Cirilo C. Caborales Jr.	Principal III
144	Pheobe Hazzlee I. Valeroso	Principal I
145	Mariquita A. Banal	Teacher in Charge Teacher III
146	Charina A. Morales	Principal II
147	Maria May S. Forio	Principal II
148	Elda E. Afable	Principal II
149	Janny de Leon Manla	Administrative Support Personnel II
150	Gemma F. Dalugdug	Principal I
151	Marites C. Pasudag	Head Teacher
152	Geraldine C. Dimaculangan	
153	Leann C. Luna	Principal I
154	Aileen R. Nuñez	Principal II
155	Irene B. Angeles	Principal II
156	Ricky C. Gonzales	Head Teacher III
157	Maria Corazon M. Alarcon	Principal I
158	Rheniel B. Gatdula	Head Teacher III
159	Myrna Z. Lonzon	Head Teacher III
160	Joan C. Padua	Principal III
161	Jeric Lopez	Officer in Charge School Head
162	Manuel G. Pangomlayem Jr.	Head Teacher II
163	Resie R. Baluyot	Principal I
164	Miguela B. Cayabyab	Principal I



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165	Jhenie R. Agustin	Principal I
166	Evelyn C. Quicho	Head Teacher III Officer in Charge
167	Christine Chelo P. Gabriel	Administrative Support Personnel II
168	Pauline B. Roxas	Principal III
169	Imelda N. Martin	Principal I
170	Leonard S. Malang	Head Teacher III
171	Amelia F. Retuta	Principal I
172	Melissa N. Mizon	Principal I
173	Shiela D. Carlos	Principal I
174	Janette B. Afable	Principal I
175	Perlita S. Pareño	Principal I
176	Imelda C. Estrada	Head Teacher III
177	Joseph Ralph S. Dizon	Principal I
178	Angelito M. Licup	Head Teacher III
179	Kristine C. Tentia	Head Teacher III
180	Arsenio N. Ongoco Jr.	Administrative Support Personnel II
181	Reynaldo B. Visda	Principal II
182	Christian Legazpi	Head Teacher/ Officer in Charge
183	Villamor B. Magat	Principal I
184	Arlene M. Matilde	Principal II
185	Arcele F. Servera	Principal I
186	Aileene Macaspac	Teacher in Charge
187	Gleceria C. Mateo	Principal II
188	Troy B. Villasol	Principal III
189	Crisanto V. Santos	Administrative Support Personnel II
190	Felisa C. Bravo	Principal III
191	Antonio B. Venegas Jr.	Head Teacher III
192	Cesar L. Valenzuela	Principal IV
193	Jennifer S. Dominguez	Principal II
194	Jesusa Pizarro	Officer in Charge School Principal
195	John R. Quiroz	Principal I
196	Frederick Y. Simbol	Principal IV
197	Wilbert D. Langreo	Principal I
198	Myrna E. Castillo	Principal III
199	Angelo R. Basilio	Principal III
200	Jessica Quimlat	Administrative Support Personnel II
201	Mia Ariana P. Tantiogco	Chief Administrative Officer
202	Dave D. Basto	Principal I
203	Evelyn L. Perez	Head Teacher III Officer In Charge Principal
204	Edgardo Jesus S. Basa II	Principal II
205	Marlene G. Lulu	Principal I
206	Omar G. Magcalas	Principal IV
207	Aida P. Capili	Principal III



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208	Ronaldo A. Punla	Principal I
209	Ara S. Velasco	Principal II
210	Odielon O. Gamboa	Principal I
211	Ludivina S. Omania	Principal III
212	Jerry C. Perello	Principal I
213	Arvin N. De Dios	Principal II
214	Jenelyn E. Sibayan	Principal I
215	Joey Silva (OIC)	Head Teacher
216	Marijoy B. Mendoza	Principal II
217	Mildred V. Nichols	Principal I
218	Mirasol M. Tabarangao	Principal II
219	Rolando T. Limua	Principal I
220	Gemma Teresa P. Cabreros	Principal IV
221	Odissa P. Dasilao	Officer in Charge Teacher III
222	Ma. Liza P. Incleto	Principal I
223	JEEFER Y. MANALO	Head Teacher III
224	Milagros T. Mendoza	Principal I
225	Ariel S. Valencia	Officer In Charge Administrative Support Personnel
226	Lorinda R. Poblete	Principal III
227	Carlito C. Pontillas	Principal II
228	Melody P. Del Rosario	Principal II
229	Merck Bryan Gragasín	Division Engineer III
230	Hazel G. Dilig-Carandang	Attorney III
231	Joanne Santos	Administrative Aide
232	Joshua P. Humirang	Technical Assistant IV
233	Nestor Jr. M. Pagsanhan	Technical Assistant II
234	George Aztiram M. Ramirez	Technical Assistant II
235	Evangeline N. Layug	Technical Assistant II
236	Kelvin Caesar M. Quiteles	Technical Assistant II
237	Anthony Glenn Gacutan	IT, TWG
238	Jess C. Garcia	IT, TWG
239	Mark Anthony Sobrevinas	IT, TWG
240	Nona Mayoralgo	Nurse
241	Lalaine M. Navata	Nurse
242	Marivic E. Santos	DENR Speaker
243	Atty. Mercedes R. Estalilla	BIR Speaker
244	Atty. Amante Capuchino	RoD Speaker
245	Atty. Ruhjen Osmena	Legal Speaker



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LIST OF PARTICIPANTS (SDO CITY OF BALANGA)

246	Dr. Roland M. Fronda, EdD, CESO V	Schools Division Superintendent
247	Dr. Maylene M. Minimo, EdD, CESO VI	Assistant Schools Division Superintendent
248	Dr. Flordeliza De Las Alas Del Rosario	Chief SGOD
249	Maria Jovita Basilio Singzon	School Principal II
250	Agnes Omagtang Magdalera	School Principal IV
251	Lesley Ann Magdalera Liquiran	Asst. School Principal II / OIC, Principal
252	Alejandro Italia Icban	School Principal III
253	Mark Jason Tolores Perez	School Principal I
254	Ana Maria Ingaran Garcia	School Principal IV
255	Ma. Elena Valdecañas Medina	School Principal IV
256	Lourdes Buenaventura Fabrez	Master Teacher II/ OIC, Principal
257	Norma Blanco Rico	School Principal IV
258	Annaliza Dilig Tuazon	School Principal III
259	Adelaida Quiamco Valenzuela	School Principal I
260	Alberto Cervantes Dela Cruz	School Principal I
261	Myra Dela Peña Dizon	School Principal I
262	Lisa Guila Austria	School Principal IV
263	Roylan Tres-Aguas Dela Cruz	Asst. School Principal II / OIC, Principal
264	Eleonor Gonzales Sioson	School Principal IV
265	Jennifer Nisay Vicedo	School Principal II
266	Roberto Vidad Gabriel	School Principal II
267	Catherine Labrador Jongco	Master Teacher II OIC, School Principal
268	Vilma Santos Fernando	School Principal II
269	Ian Luegim Mendoza De Leon	Asst. School Principal II / OIC, Principal
270	Jennifer Garcia De Guzman	School Principal IV
271	Janice Tolentino Forbes	School Principal I
272	Gemma Rose David Loyola	SEPS / OIC-Principal
273	Randy Navarez Tallorin	Head Teacher III / OIC, School Principal
274	Christopher Jay Laggui Dela Cruz	Master Teacher II / OIC, School Principal
275	Baron Reigel Alarcon	Division Engineer