



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

OCT 14 2025

DIVISION MEMORANDUM

No. 454, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 431, S. 2025 ENTITLED "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 hereby announces the official venue for the 3-Day Capacity Building entitled **"CAPACITY ENHANCEMENT FOR SCHOOL HEADS ON LEGAL AND DOCUMENTARY REQUIREMENTS FOR SECURING SCHOOL OWNERSHIP"** as stipulated in Division Memorandum No. 431, s. 2025. The training is scheduled on October 29, 30, and 31, 2025 at **Hacienda Gracia Hotel and Resort, Remedios Lubao, Pampanga**.
2. The following are the additional participants to the event, to wit:

NAME	POSITION
June C. Servera	School Principal (Mariveles SHS – Sitio Mabuhay)
Hermie G. Duran	Senior Education Program Specialist (TWG, Monitoring & Evaluation)

3. In addition, all participants are required to accomplish the Google Form for advance confirmation of attendance through the link: <https://forms.gle/mXkZF1u1eYnZgLqq6>
4. This Memorandum shall serve as Travel Authority of the participants.
5. All other provisions of Division Memorandum No. 431, s. 2025 shall remain in effect.
6. Immediate and wide dissemination of this Memorandum is hereby directed.


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



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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.	Land Registration Process -Discussion on necessary requirement for land registration -Legal documents needed	Atty. Amante Capuchino Registry of Deeds
11:30 A.M. – 12:00 P.M.	Q & A	TWG / Atty. Amante Capuchino Registry of Deeds
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.	Discussion on Relevant DepEd Orders Regarding School Site Titling	Atty. Hazel G. Dilig-Carandang Attorney III, SDO Bataan
5:30 P.M. – 6:00 P.M.	Q & A	TWG / Atty. Hazel G. Dilig-Carandang Attorney III, SDO Bataan
6:00 P.M. - 8:00 P.M	DINNER	
DAY 2		
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. – 10:00A.M.	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. - 8:00 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. – 1:00 P.M.	LUNCH BREAK	
1:00 P.M.– 3:00 P.M.	Check-out and Awarding of Certificate	