



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

OCT 23 2025

DIVISION MEMORANDUM

No. 474, s. 2025

RESCHEDULE OF 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 **change of schedule** 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.
2. The training will be rescheduled from **October 29-31** to **October 28-30, 2025**, at **Hacienda Gracia Hotel and Resort, Remedios, Lubao, Pampanga**, due to **Presidential Proclamation No. 727**, which declared **October 31, 2025**, as a **Special Non-Working Holiday**. See attached copy of the Presidential Proclamation.
3. Attached herein is the updated Program Matrix of the training.
4. All other provisions of Division Memorandum No. 431 and 456, s. 2025 shall remain in effect.
5. Immediate and wide dissemination of this Memorandum is hereby directed.


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

FOR THE SCHOOLS DIVISION SUPERINTENDENT


JERRY DIMLA CRUZ, DEM, CESO VI
Assistant Schools Division Superintendent

JPH



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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 A.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.	Legal & Practical Approaches -Addressing land disputes and adverse claims	Atty. Ruhjen S. Osmeña Attorney III, SDO Las Piñas
3:00 P.M. – 3:30 P.M.	Q & A	TWG / Atty. Tomas Lapat NCIP - Region 4A
3:30 P.M.–5:30 P.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 -Documentary requirements for SP and Special Land Use Agreements for Protected Areas	Marivic E. Santos CENRO - Dinalupihan
5:30 P.M. – 6:00 P.M.	Q & A	TWG / Marivic E. Santos CENRO - Dinalupihan
6:00 P.M. - 8:00 P.M	DINNER	



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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.	BIR Tax Responsibilities in School Land Titling -Discussion on Tax Obligations Prior to Land Transfer or Acquisition	Atty. Mercedes R. Estalilla BIR RDO 20
10:00 A.M. – 10:30A.M.	Q & A	TWG / Atty. Mercedes R. Estalilla BIR RDO 20
10:30 A.M. – 11:30A.M.	Understanding Legal Instruments of Land Ownership -Discussion of different legal instruments	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	Approach on Ancestral Land -Discussion on schools located in ancestral domain - Agreement-Making Protocols with Indigenous Peoples	Atty. Tomas Lapat NCIP - Region 4A
3:00 P.M.– 3:30 P.M.	Q & A	TWG / Atty. Ruhjen S. Osmeña 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	



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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. – 10:30A.M.	Presentation of Findings -Introduction of TAs -Presentation of output and findings per school -Presentation of challenges and recommendations - Updates on school sites and way forward	Technical Assistants
10:30 A.M. – 11:30 A.M.	Workshop on Lot Plotting Made EZ	Technical Assistants
11:30 A.M. – 12:00 P.M.	Q & A	TWG/ Technical Assistants
12:00 P.M. – 1:00 P.M.	LUNCH BREAK	
1:00 P.M. - 2:00 P.M.	Sharing of Experiences on Land Title Documentation Processes	Ana Maria I. Garcia Principal IV, SDO Balanga
2:00 P.M. -3:00 P.M.	Signing of Commitment to Sites Titling Office	TWG/ School Heads
3:00 P.M. -3:30 P.M	Closing Remarks and Message from the Director	Atty. Christian E. Rivero Director IV Supervising Director - STO OULLA
3:30 P.M. – Onwards	Check-out and Awarding of Certificate	



MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 727

**DECLARING THE REGULAR HOLIDAYS AND SPECIAL (NON-WORKING) DAYS
FOR THE YEAR 2025**

WHEREAS, Republic Act (RA) No. 9492 dated 24 July 2007 amended Section 26, Chapter 7, Book I of Executive Order (EO) No. 292, also known as the Administrative Code of 1987, by declaring certain days (specific or movable) as special or regular holidays;

WHEREAS, on 29 January 2025, Chinese nationals all over the world will celebrate Spring Festival, popularly known as the Chinese New Year, which is one of the most revered and festive events celebrated not only in China but also in the Philippines, and such date may be declared as a special (non-working) day without detriment to public interest;

WHEREAS, on 25 February 2025 (Tuesday), the country will commemorate the 39th Anniversary of the EDSA People Power Revolution which ushered political, social, and economic reforms in the country, thus, may be declared as a special working day;

WHEREAS, Black Saturday, which falls on 19 April 2025, has been traditionally declared a special (non-working) day throughout the country, the observance of Holy Week being one of the most cherished traditions of our predominantly Catholic people;

WHEREAS, RA No. 9256 dated 25 February 2004 declared August 21 of every year as national non-working holiday to commemorate the death anniversary of former Senator Benigno S. Aquino Jr.;

WHEREAS, RA No. 10966 dated 28 December 2017 provides that December 8 of every year shall be celebrated as a special non-working holiday in the entire country to commemorate the Feast of the Immaculate Conception of Mary;

WHEREAS, declaring 31 October 2025 (Friday) and 24 December 2025 (Wednesday), as additional special (non-working) days throughout the country will strengthen family ties by providing more time for the traditional All Saints' Day, All Souls' Day, and Christmas Day activities, as well as promote domestic tourism;

THE PRESIDENT OF THE PHILIPPINES

WHEREAS, RA No. 9177 dated 13 November 2002 declared the first day of Shawwal, the tenth month of the Islamic calendar, as a regular holiday throughout the country for the observance of *Eidul Fitr*; and

WHEREAS, RA No. 9849 dated 11 December 2009 provides that the tenth day of Zhul Hijja be declared as a national holiday in observance of *Eidul Adha*;

NOW, THEREFORE, I, FERDINAND R. MARCOS, JR., by virtue of the powers vested in me by the Constitution as President of the Philippines, do hereby declare:

SECTION 1. The following regular holidays and special days for the year 2025 shall be observed in the country:

A. Regular Holidays

New Year's Day	-	1	January (Wednesday)
Araw ng Kagitingan	-	9	April (Wednesday)
Maundy Thursday	-	17	April
Good Friday	-	18	April
Labor Day	-	1	May (Thursday)
Independence Day	-	12	June (Thursday)
National Heroes Day	-	25	August (Last Monday of August)
Bonifacio Day	-	30	November (Sunday)
Christmas Day	-	25	December (Thursday)
Rizal Day	-	30	December (Tuesday)

B. Special (Non-Working) Days

Ninoy Aquino Day	-	21	August (Thursday)
All Saints' Day	-	1	November (Saturday)
Feast of the Immaculate Conception of Mary	-	8	December (Monday)
Last Day of the Year	-	31	December (Wednesday)

C. Special (Working) Day

EDSA People Power Revolution Anniversary	-	25	February (Tuesday)
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Additional Special (Non-Working) Days

Chinese New Year	-	29	January (Wednesday)
Black Saturday	-	19	April
Christmas Eve	-	24	December (Wednesday)
All Saints' Day Eve	-	31	October (Friday)

SECTION 2. The proclamations declaring national holidays for the observance of *Eidul Fitr* and *Eidul Adha* shall hereafter be issued after the approximate dates of the Islamic holidays have been determined in accordance with the Islamic calendar (Hijra) or the lunar calendar, or upon Islamic astronomical calculations, whichever is possible or convenient. To this end, the National Commission on Muslim Filipinos shall

recommend to the Office of the President the actual dates on which these holidays shall respectively fall.

SECTION 3. The Department of Labor and Employment shall promulgate the implementing guidelines for this Proclamation.

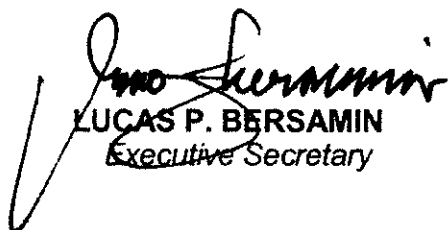
SECTION 4. This Proclamation shall take effect immediately.

SECTION 5. This Proclamation shall be published in a newspaper of general circulation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this 30th day of October, in the year of Our Lord, Two Thousand and Twenty Four.

By the President:


LUCAS P. BERSAMIN
Executive Secretary

