



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

September 10, 2025

DIVISION MEMORANDUM

No. 434 S. 2025

ORIENTATION ON THE SCHOOL SITE TITLING PROCESS

TO : Asst. Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public School District Supervisors
Elementary & Secondary School Heads
All others concerned

1. In line with the Division's effort to assist schools in securing ownership documents and addressing issues and concerns related to their school sites, the School Titling Office – Legal Unit of the Schools Division of Calbayog City will conduct an orientation-meeting for the identified participants.
2. The participants of this activity shall be the **School Heads and the Administrative Officer II (AO II)** of each concerned school.
3. The activity will be held at **8:00 a.m.** at the **Division Conference Hall, Schools Division Office, Calbayog City**, on the dates specified below. School Heads are kindly requested to bring with them all available documents pertaining to their respective school site ownership.

DATE	SCHOOLS	PERSONNEL ASSIGNED
September 15, 2025	1. Nabang ES 2. Pinamurotan ES 3. Rizal I ES 4. Bagacay IS 5. Cacaransan ES 6. Capacuhan ES 7. Mag-Ubay NHS	Atty. Rhea P. Aguado Matt Francis S. Ehaluce Marvin H. Uy

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September 16, 2025	1. Carmen ES 2. Obrero ES 3. Alibaba ES 4. San Antonio ES 5. Giragaan ES 6. Bante ES 7. Marcatubig ES	Atty. Rhea P. Aguado Matt Francis S. Ehaluce Marvin H. Uy
September 17, 2025	1. Acedillo IS 2. Looc ES 3. Maysalong ES 4. Tanval ES 5. Cabadiangan ES 6. Rafael Lentejas Memorial School of Fisheries	Atty. Rhea P. Aguado Matt Francis S. Ehaluce Marvin H. Uy

4. For inquiries and coordination, please contact **Marvin H. Uy, Technical Assistant II** at 09631187790.

5. Immediate and wide dissemination of this memorandum is earnestly desired.


MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

Enclosure: *None*

