



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

Office of the Schools Division Superintendent

November 7, 2025

DIVISION MEMORANDUM

No. IIIs, 2025

**SEMINAR ON SPECIAL PATENT APPLICATION AND TITLE TRANSFER
PROCEDURES FOR SCHOOL SITES UNDER THE DEPED SITES
TITLING PROGRAM BATCH 2**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned
School Administrative Officers

1. In reference to Division Memorandum No. 389, s. 2025 of the Schools Division of Northern Samar, this Office announces the conduct of the **Seminar on Special Patent Application and Title Transfer Procedures for School Sites under the DepEd Sites Titling Program, Batch 2**, on **November 18-20, 2025**, at **Ciriaco Hotel**, Calbayog City, Samar.
2. The list of participants for the said activity is provided in Enclosure No. 1. As such, they are hereby directed to confirm their attendance or designate a replacement by accomplishing the Online Registration Form **on or before November 14, 2025**. Click the link or scan the QR code below:

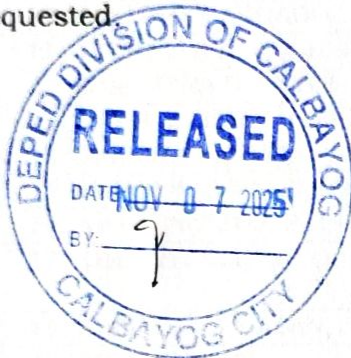
<https://bit.ly/3LsGSLs>



Address: P2 Brgy. Hamorauon, Calbayog City, Samar
Telephone: (055) 530-0059
Email Address: calbayogcity@deped.gov.ph
Website: www.calbayogcity.deped.gov.ph/

Page 1 of 4

3. In line with this, participants are enjoined to bring pertinent school site ownership documents, such as, but not limited to, the following:
- a. Deed of Donation/ Sale/ Usufruct or Deed of Absolute Sale;
 - b. Declaration of Real Property Tax (Tax Declaration); or
 - c. Survey (Technical Description), if any; and
 - d. previously submitted Complete Staff Work Report (CSWR).
4. This memorandum shall serve as the **Travel Authority** for the participants. Expenses incurred shall be charged to local funds, subject to the usual government accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are requested.



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

Enclosure: As stated
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
STO LSU

Enclosure No. _____ to DM No. _____ s 2025

PROGRAM MANAGEMENT TEAM

Name	Designation
1. DR. GAUDENCIO C. ALJIBE JR., CESO VI	Activity Manager
2. DR. REY F. BULAWAN	Co-Activity Manager
3. Atty. RISTY T. ADARAYAN	Onsite Manager
4. Engr. VIRGILIO TELEGRAFO, JR	Onsite Manager
5. Atty. MELCA V. PERU	Co-onsite Manager
6. Atty. ELEANOR C. CALUMPIANO	Co-onsite Manager
7. Atty. DULCE CATUBAO	Resource Speaker
8. Atty. VERGEL E. BUNA	Resource Speaker
9. Atty. DIANA FLOR E. ECO	Resource Speaker
10. Atty. RHEA AGUADO	Onsite Manager
11. MICHELLE D. CAGUIMBAL	Resource Speaker
12. Engr. ZYRA D. ULTRA	Resource Speaker
13. DEAH A. GAMAO/ JINEFER D. LAGBAS	Resource Speaker
14. MERLITA FAJARDO /REYNIEL IGNACIO	QAME Manager
15. PETER R. BOBILES/PEPITO E. SALDO JR.	HRDD Representative
16. KIM ARNOLD O. BEDEO	Support staff /Program Flow
17. TIMOTHY CLUTARIO	Support Staff /AVP Design and production
18. ALBERTO JUBASAN, JR.	Technical Assistant /Facilitators
19. MARVIN H. UY	Technical Assistant /Facilitators
20. ELEAZAR T. GORGONIA, JR.	Technical Assistant /Facilitators
21. MATT ECHALUCE	Technical Assistant /Facilitators
22. MELODY CABALES, RN	Nurse/Medical Team
23. JACKIE MORALES, RN	Nurse/Medical Team
24. FRANCIS RICO E. TOBES	Logistics and coordination
25. RAUL EFIPANO P. FIGUEROA, JR.	Logistics and coordination
26. NICANOR BARANDINO/GENARO GIRAY	Driver

Enclosure No. _____ to DM No. _____ s 2025

LIST OF PARTICIPANTS

No.	Districts	School Name	School ID	School Head
1	Calbayog 3	San Jose Integrated School	502273	1
2	Calbayog 3	Villahermosa Elementary School	124052	1
3	Calbayog 4	Calbayog East Central Elementary School	5124006	1
4	Calbayog 5	Canjumadac Elementary School	502305	1
5	Oquendo 2	Alang-Alang Elementary School	124076	1
6	Oquendo 2	Dinabongan Elementary School	124090	1
7	Calbayog 2	Cacaransan Elementary School	124005	1
8	Oquendo 2	Hibabngan Elementary School	124093	1
9	Oquendo 2	Lapaan Integrated School	502300	1
10	Oquendo 2	San Rufino Elementary School	124110	1
11	Tinambacan 3	Malaga Central Elementary School	124137	1
12	Calbayog 1	Caballero Elementary School	123986	1
13	Calbayog 2	Bagacay Integrated School	500807	1
14	Calbayog 2	Pagbalican Elementary School	124023	1
15	Calbayog 3	Esperanza Elementary School	124036	1
16	Calbayog 4	Guin-on Elementary School	124013	1
17	Calbayog 4	Migara National High School	313802	1
18	Calbayog 4	Osmeña Elementary School	124042	1
19	Calbayog 5	San Policarpo Central Elem. School	124048	1
20	Calbayog 4	Bagong Lipunan Elementary School	124077	1
21	Calbayog 4	Patong-Happy Valley IS	502374	1
22	Oquendo 2	Hibuhatan Elementary School	124095	1
23	Oquendo 3	Cabatuan National High School	303647	1
24	Oquendo 3	Pilar National Agricultural High School	3303648	1
25	Tinambacan 1	Malajog Integrated School	500748	1
26	Tinambacan 1	Danao I Elementary School	124123	1
27	Tinambacan 3	Cagmanipis Sur Elementary School	124132	1
28	Oquendo 1	Mabini II Integrated School	502298	1
29	Calbayog 1	Himalandrog IS	502375	1
30	Calbayog 1	Panongon ES	124044	1