



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 30, 2025

DIVISION MEMORANDUM

No. 527, s. 2025

CONDUCT OF THE “BAYANIHAN SA PAGPAPATITULO NG MGA PAARALAN”
ACTIVITY: Workshop Of The Checklist For School Site Land Ownership
Due Diligence & Titling Documentation

To:

Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Heads of Public Elementary, Secondary,
and Integrated Schools
All Others Concerned

1. In support of the Department of Education’s nationwide thrust to secure land tenure for public schools, the Schools Division of Aklan, in collaboration with the Department of Education Central Office, intends to conduct the **“Bayanihan sa Pagpapatitulo ng mga Paaralan”** — a nationwide initiative that aims to facilitate the processing of **Special Patent Titles** for **untitled school sites** in the province on **October 13-15, 2025, the venue will be announced through a subsequent issuance.**

This activity is part of DepEd’s broader effort to legalize the ownership of school properties, ensuring security of tenure, protecting government assets, and enabling schools to access infrastructure and development support fully.

2. This capacity building aims to:

- a. To orient school heads on the legal processes and requirements for titling school sites through the issuance of Special Patents;
- b. To capacitate school heads in the preparation and submission of relevant land documents;
- c. To establish a comprehensive inventory of untitled school lots within the division;
- d. To strengthen inter-agency coordination for the swift processing of land titles.

3. The participants for this activity shall be the **Heads of all Public Elementary, Secondary, and Integrated Schools** in Aklan identified in Enclosure No. 3 of the memorandum, with untitled school sites, particularly those with complex legal and documentary issues. While the division strongly encourages personal attendance by the School Head, in the event of an unavoidable conflict, a qualified non-teaching administrative personnel may serve as a representative. Note that regular classroom teaching personnel are strictly prohibited from being designated as representatives. Any authorized substitute must be fully briefed on the school site’s history, assets, and current issues and concerns regarding the land, administratively capable, and empowered to make binding decisions on the School Head's behalf.



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
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Participants are requested to bring **all available documents** related to school land ownership, including but not limited to:

- ☐ Tax Declaration (Certified True Copy)
- ☐ Tax Clearance
- ☐ School Site History of Possession
- ☐ Special Patent/Original/Transfer Certificate of Title (OCT/TCT)
- ☐ Deed of Conveyance (Donation, Sale, Exchange)
- ☐ Approved Sketch Plan (Signed by Geodetic Engineer)
- ☐ Sangguniang Barangay/Bayan/Panlalawigan Resolution authorizing Donation, Sale, Exchange
- ☐ Memorandum of Agreement/Usufruct Agreement
- ☐ Court Orders declaring ownership over the School Site
- ☐ Any previous land-related correspondence or documentation

4. All participants listed in **Enclosure No. 3: List of Participants** must pre-register and confirm their attendance using the link or scan the QR code no later than **October 7, 2025**. Late registration is strictly not encouraged, as it may affect event logistics preparations.

<https://forms.gle/hyMGGfuQ3Ly9DNxt9>



5. Please refer to the following enclosures:

- a. Enclosure No. 1: Training Matrix
- b. Enclosure No. 2: Technical Working Group
- c. Enclosure No. 3: List of Participants

8. Widest dissemination of and compliance with this Memorandum is desired.




FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

TRAINING	PROGRAM	WORKSHOP
 DEPARTMENT OF EDUCATION	 BAGONG PILIPINAS	 SCHOOLS DIVISION OF AKLAN
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MATG/ddt

Enclosure No. 1 to Division Memo No. 527 s. 2025

Training Matrix

**Workshop of the Checklist for School Site Land Ownership Due Diligence
& Titling Documentation:**

Day 1		
Time	Activity	In-Charge
8:00 AM – 9:00 AM	Travel Time to Venue	All Participants
9:30 AM – 9:40 AM	Preliminaries	
9:40 AM – 9:45 AM	Opening Message	(Host Division) Christian E. Rivero Director IV, STO
9:45 AM – 10:00 AM	Rationale and Objective (Bird's Eyes View)	Cecilio Peralta Administrative Officer V
10:00 AM – 10:10 AM	Morning Break	
10:10 AM – 12:00 NN	Discussion of issues concerning School Site Landownership Due Diligence & Titling Documentation	Atty. Blake Feken
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Workshop: Schools Document Scanning and Review Prioritization of immediate concerns	Division Personnel and Schools Heads
3:00 PM – 3:10 PM	Afternoon Break	
3:10 PM – 5:00 PM	Review and Discussions based on the result of Workshop 1: - Findings - Addressing Gaps - FAQs	Facilitated by Atty Blake Feken and Other Resource Persons
5:00 PM – 5:05 PM	Administrative Announcement	Management
Day 2:		
8:00 AM – 8:15:00 AM	Preliminaries	Master of Ceremony
8:15 AM – 10:00 AM	Presentation of Workshop Output (By Divisions)	Division Representative
10:00 AM – 10:15 AM	Morning Break	
10:15 AM – 12:00 NN	Presentation of Workshop Output (By Divisions)	Division Representative
12:00 NN – 1:00 PM	Lunch Break	All



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1:00 PM – 3:00 PM	Discussion on Troubleshooting of issues and concerns on Sites Titling and Acquisition	Atty. Blake Feken
3:00 PM – 3:10 PM	Afternoon Break	
3:10 PM – 5:00 PM	Open Forum	Atty. Blake Feken and Resource Person
Day 3		
8:00 – 10:00 AM	Discussion on Acquisition of Sites	Atty. Blake Feken
10:00 AM – 10:10 AM	Morning Break	
10:10 AM – 10:30 AM	Wrapping up and ways forward	Atty. Melford Lapnawan
10:30 AM – 10:40 AM	Closing Message	Atty. Christian Rivero Director IV
10:40 AM – 11:00 AM	Distribution of Certificates and Photo Ops	
11:00 AM – 12:00NN	Check-out of participants	
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM and Beyond	Departure from the venue	



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Enclosure No. 2 to Division Memo No. 527 s. 2025

CONDUCT OF THE “BAYANIHAN SA PAGPAPATITULO NG MGA PAARALAN”
ACTIVITY: Workshop Of The Checklist For School Site Land Ownership
Due Diligence & Titling Documentation

Steering Committee

DR. FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

DR. RAMON D. PARAS JR.
Assistant Schools Division Superintendent

Program Committee

ATTY. LANCE JESTER R. DANTES
OIC, Legal Office

MARY ROSE D. PAGAYUNAN
ADAS III/Legal Assistant

ENGR. RALPH CEPEDA
Technical Assistant IV

Monitoring and Evaluation

JOHN C. MARCIALES
Education Program Specialist II

LENIEL M. IBADLIT
Administrative Officer II

CRIS GEO D. ADVINCULA
Administrative Officer II

Attendance

ANNEFE D. BALOTA
Technical Assistant II

ANALIE D. SERNICULA
Technical Assistant II

MARY ROSE D. PAGAYUNAN
ADAS III/Legal Assistant

Documentation

LUDIVICO D. ANDICO
Technical Assistant II

AR. CRISTY KAREN R. CASQUEJO
Technical Assistant II

ENGR. RALPH CEPEDA
Technical Assistant IV

Medical Committee

RHOBY M. FERNANDEZ
Medical Officer III

ICT

DENOR D. TORRES
Technical Assistant I



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Enclosure No. 3 to Division Memo No. **527** s. 2025

CONDUCT OF THE “BAYANIHAN SA PAGPAPATITULO NG MGA PAARALAN”
ACTIVITY: Workshop Of The Checklist For School Site Land Ownership
Due Diligence & Titling Documentation

LIST OF PARTICIPANTS

NO.	DISTRICT	SCHOOL NAME
1	Altavas	Altavas National High School
2	Altavas	Quinasay-An Elementary School
3	Altavas	Odiong Elementary School
4	Altavas	Lumaynay Elementary School
5	Altavas	Hongoton Elementary School
6	Altavas	Guisi Elementary School
7	Altavas	Dina-Ut Elementary School
8	Altavas	Cabugao Elementary School
9	Balete	Aranas Elementary School
10	Balete	Balete Integrated School
11	Balete	Morales Elementary School
12	Balete	Bangbang Elementary School
13	Balete	Calizo Elementary School
14	Balete	Benetinan Elementary School
15	Balete	Arcangel Elementary School
16	Balete	Guanko Elementary School
17	Balete	Jose Borromeo Legaspi Memorial National High School
18	Banga	Segundo M. Prado Elementary School
19	Banga	Bacan Elementary School
20	Banga	Daja Sur Elementary School
21	Banga	Urquiola Memorial Elementary School
22	Banga	Polo Elementary School
23	Banga	Mangan Elementary School
24	Banga	Mangga Elementary School
25	Batan	Camanci National High School
26	Batan	Caiyang Elementary School
27	Batan	Songcolan Elementary School
28	Batan	Man-Up Elementary School
29	Batan	Camanci Elementary School
30	Batan	Cabugao Elementary School
31	Batan	Nicolas R. Delgado Elementary School
32	Batan	Magubahay Elementary School
33	Batan	Rizal J. Rodriguez Sr. National High School
34	Buruanga	Katipunan Elementary School



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35	Buruanga	Alegria Elementary School
36	Buruanga	Bagongbayan Elementary School
37	Buruanga	Bel-Is Elementary School
38	Buruanga	Buruanga Elementary School
39	Buruanga	Cabugao Elementary School
40	Buruanga	Habana Integrated School
41	Buruanga	Mayapay Elementary School
42	Buruanga	Santander Elementary School
43	Buruanga	Tabungyan Elementary School
44	Buruanga	Tag-Osip Elementary School
45	Buruanga	Tigum Elementary School
46	Buruanga	Buruanga National High School
47	Buruanga	Buruanga Vocational School
48	Ibajay I	Ondoy National High School
49	Ibajay I	Batuan Primary School
50	Ibajay I	Mabusao Elementary School
51	Ibajay I	Maloco National High School
52	Ibajay II	Naile National High School
53	Ibajay II	Bugtongbato Elementary School
54	Ibajay I	Agutay Primary School
55	Ibajay I	Antipolo Elementary School
56	Ibajay I	Capilijan Primary School
57	Ibajay I	Ibajay Central School
58	Ibajay I	Ibajay Integrated School
59	Ibajay I	Yawan Primary School
60	Ibajay I	Malindog Primary School
61	Ibajay II	Cabugao Primary School
62	Kalibo	Pook Integrated School
63	Kalibo	Andagaw Elementary School
64	Kalibo	Caano Elementary School
65	Kalibo	Tigayon Elementary School
66	Kalibo	Mobo Elementary School
67	Lezo	Bugasongan Elementary School
68	Lezo	Lezo Integrated School
69	Lezo	Sta. Cruz Biga-A Elementary School
70	Lezo	Catalino M. Prado National High School
71	Lezo	Agcawilan-Silakat Nonok Elementary School
72	Libacao	Pinonoy Primary School
73	Libacao	Pampango Elementary School
74	Libacao	Alfonso XII National High School
75	Libacao	Rivera Primary School



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76	Libacao	Julita Elementary School
77	Libacao	Agbatuan Elementary School
78	Libacao	Belen Primary School
79	Libacao	Calacabian Elementary School
80	Libacao	Libacao Central Elementary School
81	Libacao	Libacao National Forestry Vocational High School
82	Libacao	Guadalupe National High School
83	Libacao	Manika Elementary School
84	Libacao	Ortega Integrated School
85	Madalag	Alaminos Elementary School
86	Madalag	Galicía Primary School
87	Madalag	Libas Primary School
88	Madalag	Napnot Primary School
89	Madalag	Paningayan Elementary School
90	Madalag	Daguitan Ilaya Primary School
91	Makato	Baybay-Alibagon Integrated School
92	Makato	Anselmo B. Legaspi National High School
93	Makato	Quirico T. Tabanera Elementary School
94	Malay	Boracay National High School
95	Malay	Argao Elementary School
96	Malay	Balabag Elementary School
97	Malay	Caticlan Elementary School
98	Malay	Cubay Elementary School
99	Malay	Kabulihan - Dumlog Elementary School
100	Malay	Malay Elementary School
101	Malay	Manocmanoc Elementary School
102	Malay	Naasog Elementary School
103	Malay	Nabaoy Elementary School
104	Malinao	Kinalangay Nuevo Primary School
105	Malinao	Sugnod Elementary School
106	Malinao	Malandayon Primary School
107	Nabas	Pawa Elementary School
108	Nabas	Buenafortuna Elementary School
109	Nabas	Habana Elementary School
110	Nabas	Libertad Elementary School
111	Nabas	Magallanes Elementary School
112	Nabas	Matabana Elementary School
113	Nabas	Pinatwad Elementary School
114	Nabas	Tagororoc Integrated School
115	Nabas	Toledo Elementary School
116	Nabas	Unidos Elementary School



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117	Nabas	Union Elementary School
118	Nabas	Solido National High School
119	New Washington	Don Basilio Refundo Memorial School
120	New Washington	Guinbaliwan Elementary School
121	New Washington	Mabilo Elementary School
122	New Washington	New Washington Elementary School
123	New Washington	Pinamuk-An Integrated Farm School
124	New Washington	Tambak Elementary School
125	New Washington	Candelaria National High School
126	Numancia	Laguinbanua Integrated School
127	Numancia	Camanci Sur Elementary School
128	Numancia	Albasan Elementary School
129	Numancia	Dongon Elementary School
130	Tangalan	Vivo Integrated School
131	Tangalan	Tagas Elementary School
132	Tangalan	Lanipga- Napatag Primary School
133	Tangalan	Dap-Dap Elementary School
134	Tangalan	Dumatad Elementary School
135	Tangalan	Sergio L. Taligatos Elementary School