



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

October 10, 2025

**DIVISION MEMORANDUM**

No. 541, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 528, S. 2025**

**CONDUCT OF TRAINING ORIENTATION AND WORKSHOP ON SCHOOL SITES  
TITLING PROCESSES AND PROCEDURES**

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. Attached herein is **DepEd Memorandum No. OULLA-2025-980** dated May 22, 2025, issued by Atty. Filemon Ray L. Javier, Undersecretary, Office of the Undersecretary for Legal and Legislative Affairs, and Atty. Christian E. Rivero, Director IV, Sites Titling Office, with subject: *Implementing Guidelines on the Hiring of 420 Contract of Service (CoS) Personnel in the Sites Titling Office of the Central and Field Offices*. In line with this, the Sites Titling Office of the Department of Education – Schools Division of Aklan, intends to conduct a **Training Orientation and Workshop on School Sites Titling Processes and Procedures** on **October 15–17, 2025, the venue will be announced through a subsequent issuance.**

2. This capacity building aims to:

- a. To orient school heads on the legal bases, documentary requirements, and procedural steps for school site titling.
- b. To equip school heads with tools and knowledge to initiate and monitor titling efforts in their respective schools.
- c. To establish coordination mechanisms between the Schools Division Office and school heads for titling-related concerns.

3. The participants are the **school heads of all public elementary, secondary, and integrated schools** in Aklan, identified in Enclosure No. 3 of the memorandum. In cases where the school head is unable to attend, an authorized representative may be designated.

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



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- 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 awarding 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**. Please verify your assigned schedule, as the training is divided into two separate sessions: the **1st Batch on October 15-16, 2025**, and the **2nd Batch on October 16-17, 2025**. Late registration is strictly not encouraged, as it may affect event logistics preparations.



<https://forms.gle/BPmkH6QPakJKf7z26>

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
6. The participants' board and lodging shall be charged against GMS-MOOE while **travel and incidental expenses shall be charged against their local funds subject to their usual accounting and auditing rules and regulations.**
7. Widest dissemination of and compliance with this Memorandum is desired.

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



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Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

**TRAINING**

**PROGRAM**

**WORKSHOP**



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