



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

December 04, 2025

DIVISION MEMORANDUM

No. 687, s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 675, S. 2025

CONDUCT OF CONSULTATIVE MEETING AND UPDATES
ON SCHOOL SITES TITLING 2025

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 **Consultative Meeting and Updates on School Sites Titling 2025** on **December 9-12, 2025** at **Ati-Atihan Festival Hotel, Kalibo Aklan**.

2. This consultative meeting aims:

- a. To obtain updates from participants on the progress of their school site titling process;
- b. To guide participants through the necessary steps for securing their school's ownership documents via consultation;
- c. To develop an effective operational framework for coordination between the SDO, PSDS/PID, and school heads on titling concerns;
- d. To identify and formulate strategies to resolve common issues that hinder the successful titling of school sites; and
- e. To orient participants on new policies and the proper preparation of titling-related documents.

3. The participants of this activity are the **Public School District Supervisors/Principal In Charge of the District/ Head Teacher In Charge of the District and school heads of all public elementary, secondary, and integrated schools in Aklan**, one participant per school, identified in Enclosure No. 3 of the memorandum. While the division strongly encourages the personal attendance of the PSDSs/PICs/HTIDs and the School Heads, in the event of an unavoidable conflict, a qualified permanent personnel may serve as a representative. For the School Heads, any authorized substitute must be fully briefed on the school site's history, assets,



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

and current issues and concerns regarding the land, administratively capable, and empowered to make binding decisions on the School Head's behalf.

Participants are required 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 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 **December 3, 2025**. Late registration is strictly not encouraged, as it may affect event logistics preparations. **Please verify your assigned schedule, as the consultative meeting is divided into four sessions:**



<https://forms.gle/p8FuTGZDqt1brhMx6>

1st Batch: December 09, 2025

2nd Batch: December 10, 2025

3rd Batch: December 11, 2025

4th Batch: December 12, 2025

5. Please refer to the following enclosures:

- a. Enclosure No. 1: Program Matrix
- b. Enclosure No. 2: Steering Committee
- c. Enclosure No. 3: List of Participants
- d. Enclosure No. 4: List of Selected School Heads Sharing School Site Titling Experiences

6. The participants' **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



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

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

CONSULTATIVE

PROGRAM

UPDATES