



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

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November 28, 2025

**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**. The venue will be announced through a subsequent issuance.
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.



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Población, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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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 9, 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.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**MICHAEL T. RAPIZ**

Chief Education Supervisor  
Schools Governance and Operations Division  
In-charge of the Division



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

**CONSULTATIVE**

**PROGRAM**

**UPDATES**



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Enclosure No. 1 to Division Memo No. 675 s. 2025

**CONDUCT OF THE CONSULTATIVE MEETING AND UPDATES  
ON SCHOOL SITES TITLING 2025**

**Program Matrix**

**December 09-12, 2025**

<b>Time</b>	<b>Activities</b>	<b>Facilitators/Assigned</b>
8:00 AM - 8:30 AM	Registration of Participants	<b>MARY ROSE D. PAGAYUNAN</b> ADAS III/ Legal Assistant  <b>JULIE ANN NALAUNAN</b> Government Internship Program
8:30 AM - 9:00 AM	Invocation National Anthem Aklan Hymn	<b>FLORADEL P. JAMERO</b> Information Technology Officer I  <b>JULES GIANCARLO JAMERO</b> Job Order
9:00 AM - 9:30 AM	Consultative Meeting Presentations	<b>ENGR. RALPH CEPEDA</b> STO Technical Assistant IV  <b>LUDEVICO D. ANDICO</b> STO Technical Assistant II  <b>ANNEFE D. BALOTA</b> STO Technical Assistant II
9:30 AM - 9:45 AM	Inspirational Message	<b>DR. FELICIANO C. BUENAFE JR. CESO VI</b> Schools Division Superintendent
9:45 AM - 10:00AM	<b>Working Snack</b>	
10:00AM - 10:30AM	Tips on Organizing, Keeping, and Turnover of Documents	<b>AR. CRISTY KAREN R. CASQUEJO</b> STO Technical Assistant II  <b>ANALIE D. SERNICULA</b> STO Technical Assistant II
10:30PM - 11:00PM	Sharing of Experiences	Selected School Heads
11:00PM - 12:00PM	Consultation	<b>ATTY. LANCE JESTER R. DANTES</b> Division Lawyer  <b>ENGR. RALPH CEPEDA</b> STO Technical Assistant IV  <b>LUDEVICO D. ANDICO</b> STO Technical Assistant II  <b>ANNEFE D. BALOTA</b> STO Technical Assistant II  <b>AR. CRISTY KAREN R. CASQUEJO</b> STO Technical Assistant II  <b>ANALIE D. SERNICULA</b>



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		STO Technical Assistant II
12:00PM - 1:00PM	<b>Break for Lunch</b>	
1:00 PM - 3:30PM	Consultation ( <i>Continuation...</i> )	<b>ATTY. LANCE JESTER R. DANTES</b> Division Lawyer  <b>ENGR. RALPH CEPEDA</b> STO Technical Assistant IV  <b>LUDIVICO D. ANDICO</b> STO Technical Assistant II  <b>ANNEFE D. BALOTA</b> STO Technical Assistant II  <b>AR. CRISTY KAREN R. CASQUEJO</b> STO Technical Assistant II  <b>ANALIE D. SERNICULA</b> STO Technical Assistant II
3:30 PM - 3:40PM	<b>Working Snack</b>	
3:40 PM - 4:00PM	Commitment and Awarding of Certificates	PSDs/PIDs/HTIDs, STO Technical Assistants
4:00 PM - 5:00PM	<b>Closing of Registration/ Photo Op</b>	



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**SCHEDULE OF DISTRICTS**

<b>BATCH 1</b> December 9, 2025	<b>BATCH 2</b> December 10, 2025
<b>BANGA</b>	<b>LIBACAO</b>
<b>KALIBO</b>	<b>MADALAG</b>
<b>NEW WASHINGTON</b>	<b>MAKATO</b>
<b>NUMANCIA</b>	<b>TANGALAN</b>

<b>BATCH 3</b> December 11, 2025	<b>BATCH 4</b> December 12, 2025
<b>ALTAVAS</b>	<b>BURUANGA</b>
<b>BALETE</b>	<b>IBAJAY</b>
<b>BATAN</b>	<b>MALAY</b>
<b>LEZO</b>	<b>MALINAO</b>
<b>NABAS</b>	



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Enclosure No. 2 to Division Memo No. 675 s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 675, S. 2025**

**CONDUCT OF THE CONSULTATIVE MEETING AND UPDATES  
ON SCHOOL SITES TITLING 2025**

**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**  
Division Lawyer

**CONSULTATIVE MEETING:**

**ENGR. RALPH CEPEDA**  
Technical Assistant IV

**AR. CRISTY KAREN R. CASQUEJO**  
Technical Assistant II

**LUDIVICO D. ANDICO**  
Technical Assistant II

**ANALIE D. SERNICULA**  
Technical Assistant II

**ANNEFE D. BALOTA**  
Technical Assistant II

**ATTENDANCE**

**MARY ROSE D. PAGAYUNAN**  
ADAS III/ Legal Assistant

**JULIE ANN NALAUNAN**  
Government Internship Program

**DOCUMENTATION**

**JOYCE C. MALOLOS**  
Contract of Service

**FRANCSELL ANNE D. MACAVINTA**  
Administrative Aide I

**EMCEE**

**DANICA JOY M. LLANZA**  
Administrative Officer II

**MEDICAL COMMITTEE**

**MARK JAYSON T. LEYSON**  
Nurse II

**ICT**

**VALQUIN P. PULLANTES**  
ICT Coordinator/Teacher III  
Kalibo Pilot Elementary School

**JULES GIANCARLO JAMERO**  
Contract of Service



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Enclosure No. 3 to Division Memo No. 675 s. 2025

**CONDUCT OF THE CONSULTATIVE MEETING AND UPDATES  
ON SCHOOL SITES TITLING 2025**

<b>BATCH 1 (DECEMBER 09, 2025)</b>		
<b>NO.</b>	<b>DISTRICT</b>	<b>NAME OF PUBLIC SCHOOL DISTRICT SUPERVISOR (PSDS)/ PRINCIPAL-IN-CHARGE OF THE DISTRICT (PID)/ HEAD TEACHER IN-CHARGE OF THE DISTRICT (HTID)</b>
1	BANGA	LUCITA P. RECIDORO
2	KALIBO	MARCELLE I. BRIONES
3	NEW WASHINGTON	ARIEL Z. ZUBIAGA
4	NUMANCIA	JOYCE M. TORIAGA

<b>BATCH 1 (DECEMBER 09, 2025)</b>		
<b>NO.</b>	<b>DISTRICT</b>	<b>NAME OF SCHOOL</b>
1	BANGA	AGBANAWAN PRIMARY SCHOOL
2	BANGA	AGUINALDO T. REPIEDAD SR. INTEGRATED SCHOOL
3	BANGA	BACAN ELEMENTARY SCHOOL
4	BANGA	BADIANGAN ELEMENTARY SCHOOL
5	BANGA	BANGA ELEMENTARY SCHOOL
6	BANGA	CAPITAN TAZAN MEMORIAL PRIMARY SCHOOL
7	BANGA	DAGUITAN PRIMARY SCHOOL
8	BANGA	DAJA NORTE ELEMENTARY SCHOOL
9	BANGA	DAJA SUR ELEMENTARY SCHOOL
10	BANGA	DINGLE ELEMENTARY SCHOOL
11	BANGA	DON EDECIO S. VENTURANZA INTEGRATED SCHOOL
12	BANGA	LAPNAG PRIMARY SCHOOL
13	BANGA	MANGAN ELEMENTARY SCHOOL
14	BANGA	MANGGA PRIMARY SCHOOL
15	BANGA	MUGUING ELEMENTARY SCHOOL
16	BANGA	POLO ELEMENTARY SCHOOL
17	BANGA	POLOCATE ELEMENTARY SCHOOL
18	BANGA	SAN ISIDRO PRIMARY SCHOOL
19	BANGA	SEGUNDO M. PRADO ELEMENTARY SCHOOL
20	BANGA	SIBALEW ELEMENTARY SCHOOL
21	BANGA	SIGCAY ELEMENTARY SCHOOL
22	BANGA	TABA-AO PRIMARY SCHOOL
23	BANGA	TABAYON PRIMARY SCHOOL



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24	BANGA	TINAPUAY PRIMARY SCHOOL
25	BANGA	TORRALBA ELEMENTARY SCHOOL
26	BANGA	URQUIOLA MEMORIAL ELEMENTARY SCHOOL
27	BANGA	BACAN NATIONAL HIGH SCHOOL
28	BANGA	DAJA SUR NATIONAL HIGH SCHOOL
29	BANGA	MANGAN NATIONAL HIGH SCHOOL
30	BANGA	PETRONILO C. IBADLIT NATIONAL HIGH SCHOOL
31	BANGA	TORRALBA NATIONAL HIGH SCHOOL
32	KALIBO I	ANDAGAW ELEMENTARY SCHOOL
33	KALIBO I	BRIONES ELEMENTARY SCHOOL
34	KALIBO I	CAANO ELEMENTARY SCHOOL
35	KALIBO I	GEN. F. CASTILLO MEMORIAL SCHOOL
36	KALIBO I	KALIBO PILOT ELEMENTARY SCHOOL
37	KALIBO I	NALOOK ELEMENTARY SCHOOL
38	KALIBO I	NEW BUSWANG ELEMENTARY SCHOOL
39	KALIBO I	POOK INTEGRATED SCHOOL
40	KALIBO I	AKLAN NATIONAL HIGH SCHOOL FOR ARTS AND TRADES
41	KALIBO I	GAUDENCIO L. VEGA NATIONAL HIGH SCHOOL
42	KALIBO II	BAKHAW NORTE INTEGRATED SCHOOL
43	KALIBO II	ESTANCIA ELEMENTARY SCHOOL
44	KALIBO II	KALIBO ELEMENTARY SCHOOL
45	KALIBO II	KALIBO INTEGRATED SPECIAL EDUCATION CENTER
46	KALIBO II	LINABUAN NORTE ELEMENTARY SCHOOL
47	KALIBO II	MOBO ELEMENTARY SCHOOL
48	KALIBO II	OLD BUSWANG-BAKHAW SUR ELEMENTARY SCHOOL
49	KALIBO II	TIGAYON ELEMENTARY SCHOOL
50	KALIBO II	TINIGAW ELEMENTARY SCHOOL
51	KALIBO II	LINABUAN NATIONAL HIGH SCHOOL
52	KALIBO II	REGIONAL SCIENCE HIGH SCHOOL FOR REGION VI
53	NEW WASHINGTON	CANDELARIA ELEMENTARY SCHOOL
54	NEW WASHINGTON	CAWAYAN ELEMENTARY SCHOOL
55	NEW WASHINGTON	DON BASILIO REFUNDO MEMORIAL SCHOOL
56	NEW WASHINGTON	DUMAGUIT ELEMENTARY SCHOOL
57	NEW WASHINGTON	GUINBALIWAN ELEMENTARY SCHOOL
58	NEW WASHINGTON	JALAS ELEMENTARY SCHOOL
59	NEW WASHINGTON	JUGAS ELEMENTARY SCHOOL
60	NEW WASHINGTON	LAWA-AN ELEMENTARY SCHOOL



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61	NEW WASHINGTON	MABILO ELEMENTARY SCHOOL
62	NEW WASHINGTON	NEW WASHINGTON ELEMENTARY SCHOOL
63	NEW WASHINGTON	OCHANDO ELEMENTARY SCHOOL
64	NEW WASHINGTON	PINAMUK-AN INTEGRATED FARM SCHOOL
65	NEW WASHINGTON	POLO ELEMENTARY SCHOOL
66	NEW WASHINGTON	PUIS ELEMENTARY SCHOOL
67	NEW WASHINGTON	TAMBAK ELEMENTARY SCHOOL
68	NEW WASHINGTON	TOMAS SM. BAUTISTA ELEMENTARY SCHOOL
69	NEW WASHINGTON	CANDELARIA NATIONAL HIGH SCHOOL
70	NEW WASHINGTON	NEW WASHINGTON NATIONAL COMPREHENSIVE HIGH SCHOOL
71	NEW WASHINGTON	OCHANDO NATIONAL HIGH SCHOOL
72	NUMANCIA	ALBASAN ELEMENTARY SCHOOL
73	NUMANCIA	ALIPUTOS ELEMENTARY SCHOOL
74	NUMANCIA	BADIO ELEMENTARY SCHOOL
75	NUMANCIA	BUBOG ELEMENTARY SCHOOL
76	NUMANCIA	BULWANG INTEGRATED SCHOOL
77	NUMANCIA	CAMANCI NORTE ELEMENTARY SCHOOL
78	NUMANCIA	CAMANCI SUR ELEMENTARY SCHOOL
79	NUMANCIA	DONGON ELEMENTARY SCHOOL
80	NUMANCIA	LAGUIBANUA INTEGRATED SCHOOL
81	NUMANCIA	NAVITAS ELEMENTARY SCHOOL
82	NUMANCIA	NUMANCIA INTEGRATED SCHOOL
83	NUMANCIA	PUSIW ELEMENTARY SCHOOL
84	NUMANCIA	NUMANCIA NATIONAL SCHOOL OF FISHERIES



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<b>BATCH 2 (DECEMBER 10, 2025)</b>		
<b>NO.</b>	<b>DISTRICT</b>	<b>NAME OF PUBLIC SCHOOL DISTRICT SUPERVISOR (PSDS)/ PRINCIPAL-IN-CHARGE OF THE DISTRICT (PID)/ HEAD TEACHER IN-CHARGE OF THE DISTRICT (HTID)</b>
1	LIBACAO	JUDE ULYSSES V. RUIZ
2	MADALAG	WILMA N. CASTRO
3	MAKATO	ANA S. ANDRADA
4	TANGALAN	MARK T. DAROY

<b>BATCH 2 (DECEMBER 10, 2025)</b>		
<b>NO.</b>	<b>DISTRICT</b>	<b>NAME OF SCHOOL</b>
1	LIBACAO	AGBATUAN ELEMENTARY SCHOOL
2	LIBACAO	AGMAILIG ELEMENTARY SCHOOL
3	LIBACAO	ALFONSO XII ELEMENTARY SCHOOL
4	LIBACAO	BATOBATO PRIMARY SCHOOL
5	LIBACAO	BELEN PRIMARY SCHOOL
6	LIBACAO	BONZA PRIMARY SCHOOL
7	LIBACAO	BUEOSANGAY PRIMARY SCHOOL
8	LIBACAO	CALACABIAN ELEMENTARY SCHOOL
9	LIBACAO	CALAMCAN ELEMENTARY SCHOOL
10	LIBACAO	CASIT-AN PRIMARY SCHOOL
11	LIBACAO	DALAGSAAN INTEGRATED SCHOOL
12	LIBACAO	GUADALUPE ELEMENTARY SCHOOL
13	LIBACAO	JANLUD ELEMENTARY SCHOOL
14	LIBACAO	JULITA ELEMENTARY SCHOOL
15	LIBACAO	LIBACAO CENTRAL ELEMENTARY SCHOOL
16	LIBACAO	LOCTUGA ELEMENTARY SCHOOL
17	LIBACAO	MAGUGBA PRIMARY SCHOOL
18	LIBACAO	MANIKA ELEMENTARY SCHOOL
19	LIBACAO	MARAPAYAO PRIMARY SCHOOL
20	LIBACAO	MAYTARAW PRIMARY SCHOOL
21	LIBACAO	OGSIP PRIMARY SCHOOL
22	LIBACAO	ORTEGA INTEGRATED SCHOOL
23	LIBACAO	OYANG PRIMARY SCHOOL
24	LIBACAO	PAMPANGO ELEMENTARY SCHOOL
25	LIBACAO	PINONoy PRIMARY SCHOOL
26	LIBACAO	RIVERA PRIMARY SCHOOL



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27	LIBACAO	ROSAL ELEMENTARY SCHOOL
28	LIBACAO	SIBALEW PRIMARY SCHOOL
29	LIBACAO	TAROYTOY ELEMENTARY SCHOOL
30	LIBACAO	ALFONSO XII NATIONAL HIGH SCHOOL
31	LIBACAO	GUADALUPE NATIONAL HIGH SCHOOL
32	LIBACAO	LIBACAO NATIONAL FORESTRY VOCATIONAL HIGH SCHOOL
33	LIBACAO	LOCTUGA NATIONAL HIGH SCHOOL
34	MADALAG	AGTUGHANGIN INTEGRATED SCHOOL
35	MADALAG	ALAMINOS ELEMENTARY SCHOOL
36	MADALAG	ALAS-AS PRIMARY SCHOOL
37	MADALAG	BACYANG PRIMARY SCHOOL
38	MADALAG	BALACTASAN ELEMENTARY SCHOOL
39	MADALAG	CAHAN PRIMARY SCHOOL
40	MADALAG	CABILAWAN PRIMARY SCHOOL
41	MADALAG	CATABANA PRIMARY SCHOOL
42	MADALAG	DAGUITAN ILAYA PRIMARY SCHOOL
43	MADALAG	DIT-ANA PRIMARY SCHOOL
44	MADALAG	GALICIA PRIMARY SCHOOL
45	MADALAG	GUINATU-AN PRIMARY SCHOOL
46	MADALAG	LIBAS PRIMARY SCHOOL
47	MADALAG	LOGOHON PRIMARY SCHOOL
48	MADALAG	MA. CRISTINA INTEGRATED SCHOOL
49	MADALAG	MADALAG ELEMENTARY SCHOOL
50	MADALAG	MAMBA ELEMENTARY SCHOOL
51	MADALAG	MANANGGAD PRIMARY SCHOOL
52	MADALAG	MEDINA INTEGRATED SCHOOL
53	MADALAG	MERCEDES PRIMARY SCHOOL
54	MADALAG	NAPNOT PRIMARY SCHOOL
55	MADALAG	PANG-ITAN ELEMENTARY SCHOOL
56	MADALAG	PANINGAYAN ELEMENTARY SCHOOL
57	MADALAG	PANIPIASON PRIMARY SCHOOL
58	MADALAG	SAN JOSE ELEMENTARY SCHOOL
59	MADALAG	SINGAY PRIMARY SCHOOL
60	MADALAG	TALANGBAN PRIMARY SCHOOL
61	MADALAG	TALIMAGAO PRIMARY SCHOOL
62	MADALAG	TIGBAWAN PRIMARY SCHOOL
63	MADALAG	LORETO N. NEDIC NATIONAL HIGH SCHOOL



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64	MADALAG	MADALAG NATIONAL HIGH SCHOOL
65	MADALAG	SOFRONIO R. PALABRICA SR. NATIONAL HIGH SCHOOL
66	MAKATO	ALIBAGON PRIMARY SCHOOL
67	MAKATO	BAGONG BARRIO INTEGRATED SCHOOL
68	MAKATO	BAYBAY-ALIBAGON INTEGRATED SCHOOL
69	MAKATO	CABATANGA ELEMENTARY SCHOOL
70	MAKATO	CAJILO ELEMENTARY SCHOOL
71	MAKATO	CALANGCANG ELEMENTARY SCHOOL
72	MAKATO	CASTILLO ELEMENTARY SCHOOL
73	MAKATO	CAYANGWAN ELEMENTARY SCHOOL
74	MAKATO	COL. DEOGRACIAS U. TENAZAS ELEMENTARY SCHOOL
75	MAKATO	DIOSCORO T. TEJADA ELEMENTARY SCHOOL
76	MAKATO	LIBANG ELEMENTARY SCHOOL
77	MAKATO	MAKATO INTEGRATED SCHOOL
78	MAKATO	MANTIGUIB ELEMENTARY SCHOOL
79	MAKATO	QUIRICO T. TABANERA ELEMENTARY SCHOOL
80	MAKATO	TIBIAWAN ELEMENTARY SCHOOL
81	MAKATO	TINA ELEMENTARY SCHOOL
82	MAKATO	TUGAS-DUMGA ELEMENTARY SCHOOL
83	MAKATO	ANSELMO B. LEGASPI NATIONAL HIGH SCHOOL
84	MAKATO	DR. RAMON B. LEGASPI, SR. NATIONAL HIGH SCHOOL
85	TANGALAN	JAWILI INTEGRATED SCHOOL
86	TANGALAN	PANAYAKAN NATIONAL HIGH SCHOOL
87	TANGALAN	TANGALAN NATIONAL HIGH SCHOOL
88	TANGALAN	BAYBAY ELEMENTARY SCHOOL
89	TANGALAN	DAPDAP ELEMENTARY SCHOOL
90	TANGALAN	DUMATAD ELEMENTARY SCHOOL
91	TANGALAN	JUAN B. MOLO-AFGA ELEMENTARY SCHOOL
92	TANGALAN	LANIPGA -NAPATAG PRIMARY SCHOOL
93	TANGALAN	PANAYAKAN ELEMENTARY SCHOOL
94	TANGALAN	SERGIO L. TALIGATOS ELEMENTARY SCHOOL
95	TANGALAN	TAGAS ELEMENTARY SCHOOL
96	TANGALAN	TAMALAGON INTEGRATED SCHOOL
97	TANGALAN	TANGALAN ELEMENTARY SCHOOL
98	TANGALAN	TONDOG ELEMENTARY SCHOOL
99	TANGALAN	VIVO INTEGRATED SCHOOL



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1	ALTAVAS	APOLONIO C. PAYBA
2	BALETE	ROWENA L. BIROL
3	BATAN	LOUIE B. ZOROLLA
4	NABAS	JESSIE S. FLORES
5	LEZO	KENNETH B. REVESTIR

<b>BATCH 3 (DECEMBER 11, 2025)</b>		
<b>NO.</b>	<b>DISTRICT</b>	<b>NAME OF SCHOOL</b>
1	ALTAVAS	ALTAVAS ELEMENTARY SCHOOL
2	ALTAVAS	CABANGILA ELEMENTARY SCHOOL
3	ALTAVAS	CABUGAO ELEMENTARY SCHOOL
4	ALTAVAS	CATMON INTEGRATED SCHOOL
5	ALTAVAS	DALIPDIP ELEMENTARY SCHOOL
6	ALTAVAS	DINA-UT ELEMENTARY SCHOOL
7	ALTAVAS	EAHOG ELEMENTARY SCHOOL
8	ALTAVAS	GINICTAN ELEMENTARY SCHOOL
9	ALTAVAS	GUISI ELEMENTARY SCHOOL
10	ALTAVAS	HONGOTON ELEMENTARY SCHOOL
11	ALTAVAS	LINAYASAN ELEMENTARY SCHOOL
12	ALTAVAS	LUMAYNAY ELEMENTARY SCHOOL
13	ALTAVAS	LUMAYNAY ELEMENTARY SCHOOL ANNEX SANGEAY
14	ALTAVAS	LUPO ELEMENTARY SCHOOL
15	ALTAVAS	ODIONG ELEMENTARY SCHOOL
16	ALTAVAS	QUINASAY-AN ELEMENTARY SCHOOL
17	ALTAVAS	SAPA PRIMARY SCHOOL
18	ALTAVAS	TALON INTEGRATED SCHOOL
19	ALTAVAS	TIBIAO ELEMENTARY SCHOOL
20	ALTAVAS	ALTAVAS NATIONAL SCHOOL
21	ALTAVAS	JUSTICIA MORALES-YOUNG NATIONAL HIGH SCHOOL
22	ALTAVAS	LINAYASAN NATIONAL HIGH SCHOOL
23	ALTAVAS	LUPO NATIONAL HIGH SCHOOL
24	BALETE	ARANAS ELEMENTARY SCHOOL
25	BALETE	ARCANGEL NORTE PRIMARY SCHOOL
26	BALETE	BALETE INTEGRATED SCHOOL



Republic of the Philippines  
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**SCHOOLS DIVISION OF AKLAN**

27	BALETE	BANGBANG ELEMENTARY SCHOOL
28	BALETE	BENETINAN PRIMARY SCHOOL
29	BALETE	CALIZO ELEMENTARY SCHOOL
30	BALETE	FELICIANO ELEMENTARY SCHOOL
31	BALETE	FULGENCIO NORTE ELEMENTARY SCHOOL
32	BALETE	FULGENCIO SUR ELEMENTARY SCHOOL
33	BALETE	GUANKO ELEMENTARY SCHOOL
34	BALETE	MARIA AND FELICIANO DELA CRUZ ELEMENTARY SCHOOL
35	BALETE	MORALES ELEMENTARY SCHOOL
36	BALETE	OQUENDO ELEMENTARY SCHOOL
37	BALETE	PATROCINIO A. LACHICA INTEGRATED SCHOOL
38	BALETE	CALIZO NATIONAL HIGH SCHOOL
39	BALETE	FATHER JULIAN C. RAGO MNHS
40	BALETE	JOSE BORROMEIO LEGASPI MEMORIAL NATIONAL HIGH SCHOOL
41	BALETE	JOSE FELICIANO MEÑEZ MEMORIAL NATIONAL HIGH SCHOOL
42	BATAN	ANGAS INTEGRATED SCHOOL
43	BATAN	BATAN ELEMENTARY SCHOOL
44	BATAN	BAY-ANG ELEMENTARY SCHOOL
45	BATAN	CABUGAO ELEMENTARY SCHOOL
46	BATAN	CAIYANG ELEMENTARY SCHOOL
47	BATAN	CAMALIGAN ELEMENTARY SCHOOL
48	BATAN	CAMANCI ELEMENTARY SCHOOL
49	BATAN	IPIIL INTEGRATED SCHOOL
50	BATAN	LALAB ELEMENTARY SCHOOL
51	BATAN	LUPIT ELEMENTARY SCHOOL
52	BATAN	MAGUBAHAY ELEMENTARY SCHOOL
53	BATAN	MAMBUQUIAO INTEGRATED SCHOOL
54	BATAN	MAN-UP ELEMENTARY SCHOOL
55	BATAN	MANDONG INTEGRATED SCHOOL
56	BATAN	NAPTI INTEGRATED SCHOOL
57	BATAN	NICOLAS R. DELGADO E/S
58	BATAN	PALAY INTEGRATED SCHOOL
59	BATAN	SONGCOLAN ELEMENTARY SCHOOL
60	BATAN	TABON INTEGRATED SCHOOL
61	BATAN	TALANGBAN ELEMENTARY SCHOOL
62	BATAN	BATAN ACADEMY (A NATIONAL SCHOOL)



Republic of the Philippines  
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**SCHOOLS DIVISION OF AKLAN**

63	BATAN	BAY-ANG MAGPAG-ONG NATIONAL HIGH SCHOOL
64	BATAN	CAMALIGAN NATIONAL HIGH SCHOOL
65	BATAN	CAMANCI NATIONAL HIGH SCHOOL
66	BATAN	LALAB NATIONAL HIGH SCHOOL
67	BATAN	RIZAL J. RODRIGUEZ SR. NATIONAL HIGH SCHOOL
68	LEZO	AGCAWILAN-SILAKAT NONOK ELEMENTARY SCHOOL
69	LEZO	BUGASONGAN ELEMENTARY SCHOOL
70	LEZO	IBAO ELEMENTARY SCHOOL
71	LEZO	LEZO INTEGRATED SCHOOL
72	LEZO	PRUDENCIO T. YERRO ELEMENTARY SCHOOL
73	LEZO	STA. CRUZ BIGA-A ELEMENTARY SCHOOL
74	LEZO	TAYHAWAN ELEMENTARY SCHOOL
75	LEZO	ULDARIO P. CUSTODIO ELEMENTARY SCHOOL
76	LEZO	CATALINO M. PRADO NATIONAL HIGH SCHOOL
77	NABAS	UNIDOS NATIONAL HIGH SCHOOL
78	NABAS	ALIMBO BAYBAY PRIMARY SCHOOL
79	NABAS	BUENAFORTUNA ELEMENTARY SCHOOL
80	NABAS	BUENASUERTE ELEMENTARY SCHOOL
81	NABAS	GIBON ELEMENTARY SCHOOL
82	NABAS	HABANA ELEMENTARY SCHOOL
83	NABAS	LASERNA INTEGRATED SCHOOL
84	NABAS	LIBERTAD ELEMENTARY SCHOOL
85	NABAS	MAGALLANES ELEMENTARY SCHOOL
86	NABAS	MATABANA ELEMENTARY SCHOOL
87	NABAS	NABAS ELEMENTARY SCHOOL
88	NABAS	NAGUSTAN ELEMENTARY SCHOOL
89	NABAS	PAWA PRIMARY SCHOOL
90	NABAS	PINATUAD ELEMENTARY SCHOOL
91	NABAS	RIZAL ELEMENTARY SCHOOL
92	NABAS	SOLIDO ELEMENTARY SCHOOL
93	NABAS	TAGOROROC INTEGRATED SCHOOL
94	NABAS	TOLEDO ELEMENTARY SCHOOL
95	NABAS	UNIDOS ELEMENTARY SCHOOL
96	NABAS	UNION ELEMENTARY SCHOOL
97	NABAS	SOLIDO NATIONAL HIGH SCHOOL
98	NABAS	TOLEDO NATIONAL HIGH SCHOOL
99	NABAS	UNION NATIONAL HIGH SCHOOL



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

<b>BATCH 4 (DECEMBER 12, 2025)</b>		
<b>NO.</b>	<b>DISTRICT</b>	<b>NAME OF PUBLIC SCHOOL DISTRICT SUPERVISOR (PSDS)/ PRINCIPAL-IN-CHARGE OF THE DISTRICT (PID)/ HEAD TEACHER IN-CHARGE OF THE DISTRICT (HTID)</b>
1	BURUANGA	ROSA R. SUALOG
2	IBAJAY	IDY R. PEDRITA
3	MALINAO	JIM I. REGNO
4	MALAY	DEMOCRITO V. BARRIENTOS II

<b>BATCH 4 (DECEMBER 12, 2025)</b>		
<b>NO.</b>	<b>DISTRICT</b>	<b>NAME OF SCHOOL</b>
1	BURUANGA	ALEGRIA ELEMENTARY SCHOOL
2	BURUANGA	BAGONGBAYAN ELEMENTARY SCHOOL
3	BURUANGA	BALUSBOS PRIMARY SCHOOL
4	BURUANGA	BEL-IS ELEMENTARY SCHOOL
5	BURUANGA	BURUANGA ELEMENTARY SCHOOL
6	BURUANGA	CABUGAO PRIMARY SCHOOL
7	BURUANGA	HABANA INTEGRATED SCHOOL
8	BURUANGA	KATIPUNAN ELEMENTARY SCHOOL
9	BURUANGA	MAYAPAY ELEMENTARY SCHOOL
10	BURUANGA	PEPE ELEMENTARY SCHOOL
11	BURUANGA	SANTANDER ELEMENTARY SCHOOL
12	BURUANGA	TABUNGYAN ELEMENTARY SCHOOL
13	BURUANGA	TAG-OSIP ELEMENTARY SCHOOL
14	BURUANGA	TIGUM ELEMENTARY SCHOOL
15	BURUANGA	BURUANGA NATIONAL HIGH SCHOOL
16	BURUANGA	BURUANGA VOCATIONAL SCHOOL
17	IBAJAY I	AGBAGO ELEMENTARY SCHOOL
18	IBAJAY I	AGUTAY PRIMARY SCHOOL
19	IBAJAY I	ANTIPOLO ELEMENTARY SCHOOL
20	IBAJAY I	AQUINO ELEMENTARY SCHOOL
21	IBAJAY I	BATUAN PRIMARY SCHOOL
22	IBAJAY I	CAPILIJAN PRIMARY SCHOOL
23	IBAJAY I	IBAJAY CENTRAL SCHOOL
24	IBAJAY I	IBAJAY INTEGRATED SCHOOL
25	IBAJAY I	LAGUINBANWA ELEMENTARY SCHOOL



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

26	IBAJAY I	MABUSAO ELEMENTARY SCHOOL
27	IBAJAY I	MALINDOG PRIMARY SCHOOL
28	IBAJAY I	MALOCO ELEMENTARY SCHOOL
29	IBAJAY I	ONDOY ELEMENTARY SCHOOL
30	IBAJAY I	STA. CRUZ ELEMENTARY SCHOOL
31	IBAJAY I	TAGBAYA ELEMENTARY SCHOOL
32	IBAJAY I	TUL-ANG ELEMENTARY SCHOOL
33	IBAJAY I	YAWAN PRIMARY SCHOOL
34	IBAJAY I	MALOCO NATIONAL HIGH SCHOOL
35	IBAJAY I	ONDOY NATIONAL HIGH SCHOOL
36	IBAJAY II	AGBALIW PRIMARY SCHOOL
37	IBAJAY II	AGDUGAYAN INTEGRATED FARM SCHOOL
38	IBAJAY II	APARICIO ELEMENTARY SCHOOL
39	IBAJAY II	BUENAVISTA PRIMARY SCHOOL
40	IBAJAY II	BUGTONGBATO ELEMENTARY SCHOOL
41	IBAJAY II	CABUGAO PRIMARY SCHOOL
42	IBAJAY II	MINA-A ELEMENTARY SCHOOL
43	IBAJAY II	MONLAQUE ELEMENTARY SCHOOL
44	IBAJAY II	NAILE ELEMENTARY SCHOOL
45	IBAJAY II	NAISUD CENTRAL SCHOOL
46	IBAJAY II	NALIGUSAN ELEMENTARY SCHOOL
47	IBAJAY II	REGADOR ELEMENTARY SCHOOL
48	IBAJAY II	RIVERA PRIMARY SCHOOL
49	IBAJAY II	RIZAL ELEMENTARY SCHOOL
50	IBAJAY II	SAN ISIDRO ELEMENTARY SCHOOL
51	IBAJAY II	SAN JOSE ELEMENTARY SCHOOL
52	IBAJAY II	UNAT-BAGACAY ELEMENTARY SCHOOL
53	IBAJAY II	MONLAQUE NATIONAL HIGH SCHOOL
54	IBAJAY II	NAILE NATIONAL HIGH SCHOOL
55	IBAJAY II	NAISUD NATIONAL HIGH SCHOOL
56	MALAY	BORACAY NATIONAL HIGH SCHOOL
57	MALAY	ARGAO ELEMENTARY SCHOOL
58	MALAY	BALABAG ELEMENTARY SCHOOL
59	MALAY	CATICLAN ELEMENTARY SCHOOL
60	MALAY	CUBAY ELEMENTARY SCHOOL
61	MALAY	KABULIHAN - DUMLOG ELEMENTARY SCHOOL
62	MALAY	MALAY ELEMENTARY SCHOOL



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

63	MALAY	MANOCMANOC ELEMENTARY SCHOOL
64	MALAY	NAASOG ELEMENTARY SCHOOL
65	MALAY	NABAOY ELEMENTARY SCHOOL
66	MALAY	NAPA-AN PRIMARY SCHOOL
67	MALAY	SAMBIRAY PRIMARY SCHOOL
68	MALAY	YAPAK ELEMENTARY SCHOOL
69	MALAY	LAMBERTO H. TIROL NATIONAL HIGH SCHOOL
70	MALAY	MALAY NATIONAL HIGH SCHOOL
71	MALAY	MANOCMANOC NATIONAL HIGH SCHOOL
72	MALINAO	LILLO-AN NATIONAL HIGH SCHOOL
73	MALINAO	ANGELES IBARDOLASA ELEMENTARY SCHOOL
74	MALINAO	BANAYBANAY PRIMARY SCHOOL
75	MALINAO	BULABUD ELEMENTARY SCHOOL
76	MALINAO	CABAYUGAN ELEMENTARY SCHOOL
77	MALINAO	COGON ELEMENTARY SCHOOL
78	MALINAO	DANGCALAN ELEMENTARY SCHOOL
79	MALINAO	KINALANGAY NUEVO PRIMARY SCHOOL
80	MALINAO	KINALANGAY VIEJO INTEGRATED SCHOOL
81	MALINAO	LILLO-AN ELEMENTARY SCHOOL
82	MALINAO	MALANDAYON PRIMARY SCHOOL
83	MALINAO	MALINAO ELEMENTARY SCHOOL
84	MALINAO	MANHANIP PRIMARY SCHOOL
85	MALINAO	NAVITAS ELEMENTARY SCHOOL
86	MALINAO	OSMAN ELEMENTARY SCHOOL
87	MALINAO	ROSARIO ELEMENTARY SCHOOL
88	MALINAO	SAN DIMAS ELEMENTARY SCHOOL
89	MALINAO	SAN RAMON ELEMENTARY SCHOOL
90	MALINAO	SAN ROQUE INTEGRATED SCHOOL
91	MALINAO	SIPAC PRIMARY SCHOOL
92	MALINAO	SUGNOD ELEMENTARY SCHOOL
93	MALINAO	TAMBUAN ELEMENTARY SCHOOL
94	MALINAO	TIGPALAS PRIMARY SCHOOL
95	MALINAO	CIRIACO L. ICAMINA, SR. NATIONAL HIGH SCHOOL
96	MALINAO	MALINAO SCHOOL FOR PHILIPPINE CRAFTSMEN
97	MALINAO	NAVITAS NATIONAL HIGH SCHOOL
98	MALINAO	ROSARIO NATIONAL HIGH SCHOOL



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

Enclosure No. 4 to Division Memo No. 675 s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 675, S. 2025**

CONDUCT OF THE CONSULTATIVE MEETING AND UPDATES  
ON SCHOOL SITES TITLING 2025

**List of Selected School Heads Sharing School Sites Titling Experiences**

DISTRICT	NAME OF SCHOOL	NAME OF SCHOOL HEAD
ALTAVAS	LINAYASAN NATIONAL HIGH SCHOOL	REGINALD C. VENANCIO
BALETE	FELICIANO ELEMENTARY SCHOOL	JEE-ANN G. RODRIGUEZ
BANGA	BANGA ELEMENTARY SCHOOL	OLIVER J. RELATOR
BATAN	BATAN ELEMENTARY SCHOOL	FEBIAN J. ZOROLLA
BURUANGA	PEPE PRIMARY SCHOOL	JENSEN G. ALVAREZ
IBAJAY	REGADOR ELEMENTARY SCHOOL	LEARIN U. FRANCISCO
KALIBO	GEN F. CASTILLO MEMORIAL SCHOOL	HIDELYN M. REGALADO
LEZO	LEZO INTEGRATED SCHOOL	JEMAR V. ISTURIS
LIBACAO	LIBACAO NATIONAL FORESTRY VOCATIONAL HIGH SCHOOL	ZENAS V. NICOLAS
MADALAG	MADALAG ELEMENTARY SCHOOL	WILMA N. CASTRO
MAKATO	MAKATO INTEGRATED SCHOOL	ANA S. ANDRADA
MALINAO	SAN ROQUE ELEMENTARY SCHOOL	RITA HILDA T. FELICIANO
NABAS	NABAS ELEMENTARY SCHOOL	ALEXIS S. TUBANG JR.
NEW WASHINGTON	DUMAGUIT ELEMENTARY SCHOOL	RHODORA L. BESA
NUMANCIA	PUSIW ELEMENTARY SCHOOL	ANA MARIE N. NAHIL
TANGALAN	JAWILI INTEGRATED SCHOOL	SANNEN J. TAJARAN



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

**MEMORANDUM**

OULLA-2025- 1936

**TO :** ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** **ATTY. FILEMON RAY L. JAVIER**  
Undersecretary for Legal and Legislative Affairs

**ATTY. CHRISTIAN E. RIVERO**  
Director IV  
Supervising Director, Sites Titling Office

**SUBJECT :** **ERRATUM TO MEMORANDUM OULLA-2025-1588 (SUPPLEMENTAL GUIDELINES ON MEMORANDUM NO. OULLA-2025-980 DATED 22 MAY 2025 TITLED "IMPLEMENTING GUIDELINES ON THE HIRING OF 420 CONTRACT OF SERVICE PERSONNEL IN THE SITES TITLING OFFICE OF THE CENTRAL OFFICE AND FIELD OFFICES")**

**DATE :** AUG 27 2025

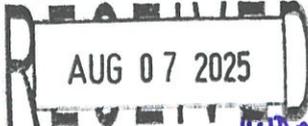
For clarity, please be informed of the erratum on Memorandum OULLA-2025-1588, pertaining to the Supplemental Guidelines on Memorandum No. OULLA-2025-980 dated 22 May 2025 titled "Implementing Guidelines on the Hiring of 420 Contract of Service Personnel in the Sites Titling Office of the Central Office and Field Offices".

The following provision of Memorandum OULLA 2025-1588 is deemed stricken of:

- a. *After approval by the Schools Division Superintendent, the same shall be forwarded for approval of the Office of the Supervising Director of STO, Undersecretary for Legal and Legislative Affairs and Undersecretary for Finance*

All other provisions and information indicated in the said Memorandum are retained.

JAMES E. PAGULAYAN II



By: \_\_\_\_\_ Time: 4:10 pm  
Doc.#: \_\_\_\_\_  
From: STO

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

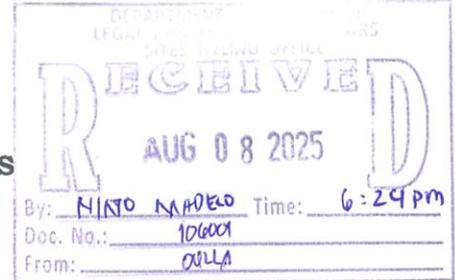
OULLA-2025- 1588

TO : ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : **ATTY. FILEMON RAY L. JAVIER**  
Undersecretary

SUBJECT : Supplemental Guidelines on Memorandum No. OULLA-2025-980 dated 22 May 2025 titled "Implementing Guidelines on the Hiring of 420 Contract of Service Personnel in the Sites Titling Office of the Central Office and Field Offices"

DATE : AUG 08 2025



BACKGROUND:

1. Memorandum OULLA-2025-980 provides that **Four Hundred Forty-Six Million Two Hundred Forty-Four Thousand Two Hundred Pesos (Php 446,244,200.00)** from the General Management and Supervision Continuing Funds of Fiscal Year 2024 shall be allocated for the payment of the salaries, premium, travel expenses, and other operational expenses of the Sites Titling Office's (STO) newly hired Contract of Service personnel for Fiscal Year (FY) 2025 (CoS Funds).
2. Annex A of Memorandum OULLA-2025-980 further provides that **Four Hundred Eight Million Eight Hundred Three Thousand Six Hundred Pesos (Php 408,803,600.00)** of the CoS Funds shall be allocated to be downloaded to the Schools Division Offices (Downloaded Funds).
  - a. As outlined in Annex A of Memorandum OULLA-2025-980, these Provincial Funds are thereafter allocated to the Schools Division Offices (SDOs) of the Department of Education (DepEd).

These supplemental guidelines are hereby issued to clarify and include additional provisions to Memorandum OULLA-2025-980 in relation to the utilization and reporting of the SDO Fund.

GENERAL GUIDELINES:

First, the downloaded funds shall be utilized **within FY 2025**, in accordance with existing government budgeting, accounting and auditing rules and regulations.



*Second*, all other provisions from the previously released implementing guidelines shall remain in effect unless otherwise amended or rescinded.

*Third*, if a portion of the downloaded funds to the SDOs remains unobligated or unutilized, even after the activities outlined in the approved Work and Financial Plan are fully implemented, the same shall be considered as balance. The balance shall be allowed to be used for other purposes, as outlined under these guidelines.

*Fourth*, since the downloaded funds are valid for obligation until 31 December 2025, the use of unobligated funds are left to the discretion and approval of the Schools Division Office; provided, that such utilization is consistent with the allowable expenses and activities outlined under page 2, item a of the supplemental guidelines. Requiring Central Office approval for the use of said unutilized funds may not be feasible and may delay their timely utilization and potentially result in the lapsing of the allotment.

## **UNOBLIGATED FUNDS FROM THE DOWNLOADED FUNDS**

- a. All SDO Fund Balance from the SDO Funds may be used for the following purposes by the SDO it was originally allocated to under Annex A of Memorandum OULLA-2025-980:
  - o Survey, titling, and registration of patents of schools under that SDO's jurisdiction (SDO School Sites);
  - o Purchase of additional laptops of that's SDO's personnel costing below Php50,000.00 capitalization threshold under Commission on Audit Circular No. 2022-004;
  - o Travel and other allowable expenses of the Legal Officers of that SDO, *provided* such travel is needed to address concerns on the operations of that SDO's School Sites;
  - o Purchase of additional supplies and materials necessary for the monitoring and assessment of the SDO's School Sites; and
  - o Other analogous expenses.
  
- b. To process the use of unobligated funds, the pertinent Legal Officer of the relevant SDO/s shall draft, process, and submit the following documentary requirements for approval of the pertinent Schools Division Superintendent:
  - o Certification from the relevant SDO's Budget Officer on the amount of the SDO's Fund Balance;
    - o Letter addressed to the STO Director requesting the utilization of SDO Fund Balance. This shall contain:
      - i. A statement that there exists SDO Fund Balance despite the full financial implementation of the activities outlined in the SDO's approved Work and Financial Plan;
      - ii. Project Proposal detailing how the SDO Fund Balance are proposed to be utilized; and
      - iii. Budget requirements of the Project Proposal.

- a. After approval by the Schools Division Superintendent, the same shall be forwarded for approval of the Office of the Supervising Director of STO, Undersecretary for Legal and Legislative Affairs and Undersecretary for Finance

For strict compliance.

Doc. No. 106001



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

DEPARTMENT OF EDUCATION  
 OFFICE OF THE UNDERSECRETARY  
 FOR LEGAL AND LEGISLATIVE AFFAIRS

RECEIVED  
 MAY 15 2025

By: \_\_\_\_\_ Time: 4:36 pm  
 Doc.#: \_\_\_\_\_  
 From: STO-archiv

DEPARTMENT OF EDUCATION  
 LEGAL AND LEGISLATIVE AFFAIRS  
 SITES TITLING OFFICE

RECEIVED  
 MAY 22 2025

By: ARCHIVIZA S. RAYMUNDO Time: 11:21 AM  
 Doc. No.: 104306  
 From: OULLA-REY

MEMORANDUM  
 OULLA-2025- 980

**TO :** All Regional Directors  
 All Schools Division Superintendents  
 All Others Concerned

**FROM :** **ATTY. FILEMON RAY L. JAVIER**  
 Undersecretary

**ATTY. CHRISTIAN E. RIVERO**  
 Director IV,  
 Supervising Director of Sites Titling Office  
 Office of the Undersecretary for Legal and Legislative Affairs

**SUBJECT :** **IMPLEMENTING GUIDELINES ON THE HIRING OF 420 CONTRACT OF SERVICE (CoS) PERSONNEL IN THE SITES TITLING OFFICE OF THE CENTRAL OFFICE AND FIELD OFFICES**

**DATE :** MAY 22 2025

The Department of Education (DepEd), through the Sites Titling Office (STO), recognizes the importance of maintaining accurate and detailed records of school site ownership to provide quality, accessible, and relevant education to students. As such, this Office intends to fully update and validate the public school site ownership records through a web-based data management system.

However, due to STO's limited manpower, it is challenging to accurately, efficiently and speedily validate and update the ownership status of thousands of DepEd school sites nationwide. The absence of dedicated focal persons in the field has resulted in unreliable data and misplaced or destroyed documents, among other legal vulnerabilities, thus, delaying infrastructure projects and exposing school properties to costly litigation. For a long time, the Regional and Division Offices have repeatedly requested additional personnel to address these STO-related concerns.

Hence, to address the need for additional manpower, STO will hire thirty (30) additional Contract of Service (CoS) personnel in the Central Office (CO) and a total of three hundred ninety (390) CoS personnel to be deployed in seventy-eight (78) provinces in the country or five (5) CoS per province. The five (5) personnel will be composed of one (1) Technical Assistant (TA) IV and four (4) TA II per province. They shall primarily help address critical gaps in school site ownership documentation and expedite land titling efforts.

Accordingly, to ensure effective implementation of this initiative, attached is the implementing guidelines on the hiring of the four hundred twenty (420) CoS personnel.

## I. Background

The Department of Education, through its various policies, programs, and initiatives, remains committed to securing legal ownership of public school sites by obtaining land titles. This effort aims to protect the interests of schools against lawsuits and claims for compensation filed by private individuals or entities asserting ownership over the land. By obtaining clear land titles, DepEd can eliminate bureaucratic delays, prevent encroachment and adverse claims, and ensure that school properties are not subjected to costly litigation or disputes over ownership.

Additionally, securing land titles supports the efficient allocation of national budget appropriations. Reliable data on titled school sites enables DepEd to justify and prioritize funding for infrastructure projects and school development, ensuring that resources are directed to legally secured properties where new buildings and facilities can be constructed without legal impediments. This comprehensive effort also addresses long-standing issues with untitled properties, strengthens DepEd's authority to manage school lands, and protects public school sites from being disposed of, encumbered, or reclaimed by former owners or their heirs.

Recent inventory of school sites showed that only 14.85% of schools nationwide are officially titled under DepEd's name. The remaining sites are either unsecured or owned by local government units (LGUs), national government agencies (NGAs), or private entities. Without clear ownership documents, uncertainties in land tenure hinder resource allocation, delay project implementation, and ultimately jeopardize the quality of basic education.

Thus, this Office deems it necessary to hire additional personnel in the CO and deploy STO counterpart personnel in provinces to help in safeguarding school properties, expediting land titling, and assisting schools in securing ownership thereby ensuring rightful claim over the school sites.

## II. Definition of Terms

1. **Contract of Service (CoS)** refers to the engagement of the services of an individual, private firm, other government agency, non-governmental agency, or international organization as a consultant, learning service provider, or technical expert to undertake a special project or job within a specific period pursuant to COA-DBM Joint Circular No. 2, s. 2020.
2. **New Hire** refers to the CoS worker whose service is engaged for the first time by a specific office/unit in the Department. This includes those who underwent Change of Work Category which entails the termination of the existing contract and replacing it with a new one based on the modifications in the terms of reference and deliverables of the worker, whether or not in the same or different office in the DepEd CO. This presupposes that the CoS worker possesses all the requirements needed for the new work category by which his or her service is engaged.
3. **Renewal** refers to the process of entering into a new contract with the same worker under the same DepEd office/unit for the same or very similar services/conditions upon expiration of the current contract.
4. **Qualification Standards** refers to the minimum set of requirements that shall serve as a basic guide in the hiring, renewal, and/or change of work category of the CoS workers, comprising of the following:
  - a. **Relevant Education** refers to academic, technical, or vocational studies of CoS workers that are applicable to the duties and responsibilities to be performed by them.

- b. **Relevant Experience** refers to the work background either in the government or private sector, whether full-time or part-time, which is functionally-related to the duties and deliverables that the CoS worker is contracted to perform.
  - c. **Relevant Training** refers to the capacity-building activities/learning and development interventions that are pertinent for the specific services to be rendered by the CoS worker under the contract.
5. **Premium Incentives** refers to the amount that may be granted to the CoS worker not exceeding 20% of their respective wage/salary, subject to availability of funds, pursuant to the COA-DBM Joint Circular No. 02, s. 2020.

### III. Hiring of Contract of Service in the Province and Central Office

The hiring of CoS personnel in the Field Offices (FOs) and CO is necessary for the establishment and utilization of the School Sites Ownership Document Management System, and to address property issues on school titles and ownership. Moreover, the CoS personnel to be hired will also serve as the focal person for sites titling concerns, specifically focusing on (a) the verification and validation of the public school site titles and ownership documents, (b) the eligibility of school sites for survey and titling, and (c) other school site issues and concerns, such as those affected by an adverse claim or an ongoing case.

#### A. Position and Place of Assignment

The STO in the CO shall be given an additional thirty (30) CoS personnel consisting of three (3) TA IV (Lawyer), three (3) TA IV, one (1) TA III (Lawyer), five (5) TA III, nine (9) TA II, and nine (9) TA I, which would oversee and monitor this project and assist in the regular programs and tasks of STO.

The remaining CoS shall be deployed in seventy-eight (78) identified provinces in the country. Specifically, each province shall be assigned a total of five (5) CoS personnel, comprising of one (1) TA IV and four (4) TA II which shall work as a team. The team shall be responsible for addressing sites and titling concerns of different schools within their designated province including those in the city schools, if any. They will primarily be assigned and physically report in the Division Legal Unit of their assigned province, subject to reassignment by the CO to another province within the region and designation to city schools' division, as the need arises. The team will plan and coordinate with all SDOs within the province in order to facilitate better implementation of this project, as deemed fit for their locality.

The SDO shall also allow the use of government vehicles for the CoS team in conducting field visits, subject to the existing guidelines of the SDO on the use of vehicle.

#### B. Terms of Reference

##### I. For Central Office (CO)

- a. Technical Assistant IV (Attorney IV)
  - i. Conducts in-depth assessments of legal issues affecting public school land ownership;
  - ii. Writes legal correspondence on school site matters;
  - iii. Prepares legal opinion on matters involving school site issues;
  - iv. Conducts legal research to identify potential legal risks on school sites issues;

- v. Develops and recommends new policies, rules and regulations, guidelines and procedures and systems and programs for improvement and to facilitate titling, as well as protecting the organization from future legal and administrative challenges to protecting and securing school sites;
- vi. Coordinates with the Office of the Solicitor General for legal matters involving school sites;
- vii. Provides regular feedback, technical reports, and recommended actions to STO's Supervising Director on school sites matters;
- viii. Reviews reports on status of school sites titling and recommends appropriate actions to address issues and challenges;
- ix. Acts as the focal person in the CO for all regional and local STO concerns;
- x. Leads the field engineers in attending court hearings involving adverse claims on school sites, and
- xi. Performs additional tasks as assigned by the supervisor or the Director of STO;

b. Technical Assistant IV

- i. Conducts ocular inspections and validations of school sites in the provinces to verify DepEd land ownership records;
- ii. Reviews subdivision and survey plans submitted by schools for titling, as consolidated by the FOs;
- iii. Monitors the submission of updated ownership documents of DepEd school sites from DepEd FOs;
- iv. Monitors the conduct of comprehensive land surveys in FOs to assess site suitability, delineate property boundaries, and support land development activities;
- v. Monitors the STO field counterparts' procurement of geodetic engineering firms for land surveys to demarcate areas allotted for DepEd schools and other properties;
- vi. Assists the Legal Officer in preparing Complete Staff Work (CSW) Reports on school site-related issues;
- vii. Prepares, consolidates, and submit reports consolidated by the field engineers to be submitted to the Supervising Director of STO;
- viii. Leads and provides technical guidance to Technical Assistant IV and II in responding to inquiries related to school sites;
- ix. Prepares presentations for meetings, activities, and programs related to land titling and development; and
- x. Performs additional tasks as assigned by the supervisor or the Director of STO;

c. Technical Assistant III (Attorney III)

- i. Conducts legal research and prepare legal memoranda on issues affecting school site ownership, including potential legal risks and dispute resolution;
- ii. Drafts various correspondence related to school site matters;
- iii. Prepares presentations for meetings/seminars upon instruction of supervisor;
- iv. Assists the development and refinement of policies, guidelines, and procedures related to school site titling and legal protection from future legal and administrative challenges in securing school sites;
- v. Assists in coordinating with the Office of the Solicitor General for legal matters involving school sites;
- vi. Assists in the coordination of school site acquisition efforts, including donations, usufruct agreements, and Proclamation processes;
- vii. Participates in meetings, conferences, and legal coordination with the Office of the Solicitor General and other relevant agencies;

- viii. Conducts field monitoring and provide legal assistance in resolving site-related concerns in schools;
- ix. Provides regular updates and technical feedback to the supervisor and the Director of the STO; and
- x. Performs other related duties as may be assigned by the supervisor or the Director of STO;

d. Technical Assistant III

- i. Assists the TA IV in reviewing legal policies, documents, contracts, and agreements related to school sites;
- ii. Drafts legal documents pertaining to sites titling issues;
- iii. Monitors the submission of updated ownership documents of DepEd school sites from DepEd FOs;
- iv. Coordinates with DepEd FOs on the acquisition of untitled school sites through titling and issuance of Proclamation;
- v. Assists in coordinating with FOs for the acquisition of school sites owned by private entities through donation or usufruct agreement;
- vi. Assists the supervisor in meetings, conferences, appointments, and activities;
- vii. Conducts field monitoring related to school sites issues;
- viii. Assists in the conduct of orientations and training for school principals on land titling processes, legal requirements, and dispute resolution;
- ix. Prepares presentations for meetings/seminars; and
- x. Performs additional tasks as assigned by the supervisor or the Director of STO;

e. Technical Assistant II

- i. Manages and organizes the ownership database of DepEd school sites;
- ii. Evaluates documents of ownership of school sites submitted by Divisions / Regional Offices;
- iii. Coordinates with other agencies and field offices on sites titling data, acquisition and titling of school sites, usufruct, and other related matters;
- iv. Reviews, encodes, and tabulates data of ownership documents;
- v. Prepares basic correspondence, including indorsements, e-mail replies, and other communications;
- vi. Prepares documentation for meetings and activities/programs;
- vii. Digitizes documents for school site ownership inventory by scanning and securing a copy to cloud storage to ensure efficient, accurate, and accessible document management; and
- viii. Performs additional tasks as assigned by the supervisor and the Director of STO;

f. Technical Assistant I

- i. Assists in meetings, conferences, and activities;
- ii. Sets-up and maintain systematic filing systems and information of documents of ownership of DepEd school sites submitted by FOs;
- iii. Consolidates and prepares periodic reports on status of school sites;
- iv. Monitors the status of incoming and outgoing documents;
- v. Photocopying and scanning of ownership documents and other related matters pertaining to sites titling;
- vi. Assist in coordinating with DepEd FOs for submission of updated ownership documents of DepEd school sites;
- vii. Coordinates with other stakeholders and agencies;
- viii. Assist in updating regularly the ownership database of DepEd school sites;

- ix. Perform other functions that may be assigned by the supervisor or the Director of STO;

## **II. For Field Office / Province**

### **a. Technical Assistant IV**

- i. Conducts ocular inspections of school sites within their assigned province to verify DepEd land ownership records;
- ii. Assists school heads in completing the requirements for the titling of their respective schools and facilitate the restoration of lost titles;
- iii. Reviews subdivision and survey plans submitted by schools for titling;
- iv. Conducts comprehensive land surveys to assess site suitability, delineate property boundaries, and support land development activities;
- v. Facilitates the procurement of geodetic engineering firms for land surveys to demarcate areas allotted for DepEd schools and other properties;
- vi. Manages a 5-member COS team per province, ensuring efficient workflows;
- vii. Assigns tasks to TA IIs for the accomplishment of the deliverables;
- viii. Monitors land titling progress and reports updates to DepEd STO and Regional Offices;
- ix. Acts as the primary point of contact for STO concerns within the assigned province;
- x. Attends and assists in workshops and seminars organized by DepEd Central, Regional, and Division Offices related to site titling;
- xi. Coordinates with Land Registration Authority regarding Land Titling Computerization Project and e-Titling system to create digital repository of DepEd site ownerships; and
- xii. Performs other duties as assigned by the supervisor or the CO;

### **b. Technical Assistant II**

- i. Assists the TA IV in conducting on-site inspections to verify school land ownership records;
- ii. Validates Survey Plans, Deeds of Donation, and Tax Declarations for accuracy;
- iii. Examines existing surveys and verifies metes and bounds of the school sites;
- iv. Guides schools in completing titling requirements and submitting updated documents;
- v. Coordinates with schools on Special Power of Attorney requests to the CO;
- vi. Coordinates with stakeholders relevant to sites titling issues and concerns;
- vii. Evaluates and processes incoming school site ownership documents;
- viii. Drafts endorsements for issues and concerns related to school sites;
- ix. Organizes and maintains systematic filing of land records and database management;
- x. Updates and consolidates periodic reports regarding school site ownership;
- xi. Updates and monitors the School Sites Ownership Data Management System;
- xii. Facilitates fund requests from the CO for surveys and titling;
- xiii. Prepares documentation for meetings and related programs;
- xiv. Manages office emails and responds to inquiries; and
- xv. Performs additional tasks as assigned by the supervisor or the CO.

## **C. Personnel Requirement**

In relation to the above-mentioned terms of reference, the CoS personnel shall have the following qualifications:

## **I. For Central Office**

### **a. Technical Assistant IV (Attorney IV)**

- i. Must be a Member of the Philippine Bar;
- ii. At least one (1) year of relevant experience, preferably in property acquisition and land titling;
- iii. At least four (4) hours of relevant training;
- iv. Knowledgeable in land acquisition, property law, and government relations on land titling.

### **b. Technical Assistant IV**

- i. Licensed Geodetic or Civil Engineer;
- ii. At least three (3) years of relevant experience, preferably in land survey, site assessment, or land development projects;
- iii. At least thirty-two (32) hours of relevant training;
- iv. Proficiency in technical drafting, mapping software, and survey methodologies.

### **c. Technical Assistant III**

- i. Bachelor of Laws, Political Science, Public Administration, or any related course;
- ii. At least two (2) years of relevant experience;
- iii. At least Twenty-four (24) hours of relevant training;
- iv. Knowledgeable in land acquisition, property law, and government relations on land titling;
- v. Excellent in writing and communication skills.

### **d. Technical Assistant II**

- i. Bachelor's degree holder of Business Administration/Management, Public Administration, Information Technology (IT), or any related course, and preferably with at least 12 units of law background;
- ii. At least one (1) year relevant experience in data management, research, or government documentation;
- iii. At least eight (8) hours of relevant training;
- iv. Excellent in writing and communication skills;
- v. Proficiency in Microsoft Office and record keeping systems;
- vi. Proficient in handling correspondence and communication;
- vii. Upholds high degree of confidentiality.

### **e. Technical Assistant I**

- i. Bachelor's degree relevant to the job;
- ii. Strong attention to detail and strong organizational skills;
- iii. Ability to multitask in a fast-paced and deadline-driven environment;
- iv. Ability to work with a team and with confidential documents;
- v. Proficiency in Microsoft Office and record keeping systems.

## **II. For Field Office / Province**

### **a. Technical Assistant IV**

- i. Licensed Geodetic or Civil Engineer;
- ii. At least three (3) years of relevant experience preferably in land survey, site assessment, or land development projects;
- iii. At least thirty-two (32) hours of relevant training;
- iv. Proficiency in technical drafting, mapping software, and survey methodologies.

**b. Technical Assistant II**

- i. Bachelor's degree holder of Business Administration/Management, Public Administration, Information Technology (IT); or any related course, and preferably with at least 12 units of law background;
- ii. At least one (1) year relevant experience in data management, research, or government documentation;
- iii. At least eight (8) hours of relevant training;
- iv. Excellent in writing and communication skills;
- v. Proficiency in Microsoft Office and record keeping systems
- vi. Proficient in handling correspondence and Communication; and
- vii. High degree of confidentiality.

**IV. Implementation Plan**

**1. Recruitment and Hiring**

The recruitment and hiring process will follow DepEd's existing guidelines for hiring CoS personnel. Job postings will be made through the official social media account of DepEd's Bureau of Human Resource and Organizational Development (BHROD) to be shared in various platforms for information dissemination. The hiring of CoS personnel shall be conducted by the CO upon careful screening and evaluation of the qualified applicants.

Consequently, the Service Agreement shall be signed by the Supervising Director of STO as the duly authorized representative of the Undersecretary of Legal and Legislative Affairs (OULLA), in accordance with the existing guidelines in the hiring of CoS personnel.

**2. Training, Orientation, and Planning**

The newly hired CoS personnel will undergo comprehensive training and orientation facilitated by the CO, focusing on DepEd policies, data management systems, and school site titling procedures. During the orientation, participants will receive a detailed overview of their roles, responsibilities, and expected deliverables to ensure accountability and alignment with project objectives. Additional training will include collaborative workshops with key stakeholders, particularly principals and school administrators facing land titling challenges.

Additionally, the CoS team will formulate site-specific action plans, timelines, and performance targets in close coordination with all Schools Division Offices (SDOs) within the province. These plans will be submitted to the STO for approval and will undergo regular monitoring to ensure compliance with DepEd standards and project milestones.

A separate memorandum will be issued for the onboarding and training of the newly hired CoS personnel.

**3. Deployment and Monitoring**

**A. CoS Personnel in STO-CO**

The additional thirty (30) CoS personnel will directly report to and be monitored by the Supervising Director of STO.

**B. CoS Personnel in the FOs**

The three hundred ninety (390) newly hired CoS personnel shall be deployed in the **Division Legal Unit** of the 78 provinces in the country. Each province shall be assigned five (5) CoS, detailed as follows: one (1) TA IV – Engineer and four (4) TA II. While these CoS will physically report in their assigned SDO and be supervised by

the Division Legal Officer, they will still be under the general management and supervision of STO-CO.

Accordingly, the Legal Officer of their assigned division will monitor their performance and compliance with the expected deliverables. Additionally, regular meetings with STO-CO will be conducted to monitor and ensure progress and timely updates of the assigned tasks.

#### 4. Reporting

The CoS personnel in CO shall report to the Supervising Director of STO. Those in the provinces shall report to the SDO Legal Officer of their province, in coordination and consultation with other SDO Legal Officers within the province, and to the focal person in the STO-CO.

#### V. Financial Requirements

The fund allocated for the Hiring of CoS in the DepEd-CO and provinces amounting to **Four Hundred Forty-Six Million Two Hundred Forty-Four Thousand and Two Hundred Pesos (Php446,244,200.00)** shall be charged against the FY 2024 Continuing Appropriations under the General Management and Supervision (GMS) - Maintenance and Other Operating Expenses (MOOE) fund of the Office of the Secretary. The said amount shall be utilized for payment of salaries, premium, travel expenses, and other operational expenses of the four hundred twenty (420) CoS personnel. **The said amount shall be utilized within the Fiscal Year 2025.**

Table 1 below shows the summary of the number of CoS personnel to be hired both in CO and provinces.

**Table 1. Summary of the Number of CoS Personnel to be Hired**

Place of Assignment	Number of Personnel to be Hired						TOTAL
	TA IV (Attorney IV)	TA IV	TA III (Attorney III)	TA III	TA II	TA I	
Central Office	3	3	1	5	9	9	30
Province SDO	0	78	0	0	312	0	390
<b>TOTAL</b>	<b>3</b>	<b>81</b>	<b>1</b>	<b>5</b>	<b>321</b>	<b>9</b>	<b>420</b>

The amount allocated for the CoS personnel in the field offices shall be downloaded to the SDO of their respective provinces through a Sub-Allotment Release Order (Sub-ARO) for the processing of payments of salaries and other operational expenses. Required to be attached as annexes are the following:

- Annex A:** Summary of Financial Allocation to be Downloaded to Schools Division Offices (Province)
- Annex B.1:** Salaries of Technical Assistant IV CoS Personnel in the SDO Provinces
- Annex B.2:** Salaries of Technical Assistant II CoS Personnel in the SDO Provinces
- Annex B.3:** Summary of Allocated Salaries for CoS Personnel assigned in the SDO Provinces
- Annex C:** Operational Expenses for SDO Provinces
- Annex D:** Salaries and Operational Expenses for CoS in the Central Office

The purchase of office supplies and equipment must comply with the capitalization threshold of ₱50,000.00 to be classified as semi-expendable property, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

Quarterly monitoring and reporting shall be conducted to ensure the proper and timely implementation of these guidelines for equitable, efficient, and effective fund utilization of the GMS. The quarterly status report should be submitted to the STO on or before the conduct of Program Implementation Review. The report should be prepared by the Legal Officer of the SDO, certified as to the funding status by the Budget Officer and approved by the Schools Division Superintendent.

## VI. Terms of Contract

### A. Contract Period

1. The hiring of new CoS workers shall be for a specific work performance with an initial contract period not exceeding six (6) months, which may be renewed, subject to availability of funds and upon the approval of the Supervising Director of the STO.
2. Upon expiration of the first six-month contract, the COS may be renewed for the remaining duration of Fiscal Year 2025.
3. The service agreements, regardless of commencement dates, shall expire at the end of the calendar year. Contracts may be renewed based on the set criteria and careful evaluation of the SDOs and STO.

### B. Payment of Services

1. **Monthly Rates.** The payment for services rendered by CoS workers shall be equivalent to the corresponding work category, as indicated in Office Order OO-OSEC-2024-306 titled, the Amendments to Office Order OO-OSEC-2023-023 (Updated Implementing Guidelines on the Hiring and Renewal of CoS Workers in the DepEd-CO).

Position	Salary	Premium
TA IV (Attorney IV)	₱74,000.00	₱7,400.00
TA IV	₱67,000.00	₱6,700.00
TA III (Attorney III)	₱67,000.00	₱6,700.00
TA III	₱48,000.00	₱4,800.00
TA II	₱38,000.00	₱3,800.00
TA I	₱28,000.00	₱2,800.00

2. **Cut-off for each payment period.** For CoS in the Central Office, the processing of payment for services rendered shall be done on a bi-monthly basis upon submission of documentary requirements. The cut-off periods shall be divided in two: the 1<sup>st</sup>-15<sup>th</sup> of the month and the 16<sup>th</sup> to end of the month. The Daily Time Record (DTR) may be downloaded from the eHRIS after the working day of each cut-off period.

For CoS in the provinces, the processing of payments for the services rendered shall follow the existing guidelines in their respective assigned provinces since the allocated funds for their salaries will be downloaded to their assigned province through a SARO.

3. **Documentary Requirement.** Submission of documentary requirements for the payment of the salary of the CoS would follow the guidelines set by their respective place of assignment, subject to existing accounting and auditing rules and regulations.

### C. Contract Termination

The Service Agreement between DepEd and the concerned CoS workers shall expire at the end of the calendar year, regardless of commencement dates. DepEd may also terminate the subject contract based on the following grounds, among others:

1. Unsatisfactory/Poor Performance based on the RPMS-IPCRF;
2. Dishonesty, gross misconduct, disgraceful and immoral conduct, falsification of documents and commission of other offenses or crimes involving moral turpitude;
3. Violation of the Drug-Free Workplace Policy and other existing government policies;
4. Violations of the terms and conditions of the contract;
5. Completion or termination of the project for which they were hired; and
6. Other analogous reasons may be allowed by law.

Both parties, DepEd and CoS worker, may terminate the contract for causes authorized by law and upon written notification to the other party, to be submitted at least thirty (30) days prior to the termination of the contract to avoid possible delay in the processing of the payment of services and premium of the concerned CoS worker, subject to the existing accounting and auditing rules and regulations and submission of the needed documentary requirements. Additionally, a smooth turnover of documents and pending transactions shall be ensured to avoid any delay and disruptions in the regular office operations.

### VII. Monitoring and Evaluation

The performance of the COS personnel in the CO shall be monitored by the Supervising Director of STO while those deployed in the provinces shall be monitored by the Division Legal Officer as their immediate supervisor.

Additionally, as reference for the renewal of contract, the performance of those CoS in the provinces will be monitored and evaluated by STO through the submission of monthly report, based on the following criteria:

- The accuracy and completeness of data entered into the school sites ownership database;
- Timeliness in updating the database and addressing discrepancies;
- Regularity and quality of progress reports; and
- Effective coordination with LGUs and relevant agencies for STO related concerns.

A mid-term or quarterly review of the actual performance and accomplishment of deliverables will be conducted to assess the impact of the program and make necessary adjustments for the successful implementation of the project.

### VIII. References

1. Office Order OO-OSEC-2024-306 titled the Amendments to Office Order OO-OSEC-2023-023 (Updated Implementing Guidelines on the Hiring and Renewal of CoS Workers in the DepEd-CO) dated December 16, 2024.
2. Office Order OO-OSEC-2023-023 Updated Implementing Guidelines on the Hiring and Renewal of Contract of Service Workers in the Department of Education Central Office dated February 13, 2023.
3. Executive Order No. 77, Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel, dated March 15, 2019

4. COA Circular No. 2022-004, Guidelines on the Implementation of 2023 of the General Provisions of RA 11639 relative to the Increase of the Capitalization Threshold from ₱15,000 to ₱50,000. 00

For related concerns and clarifications, please coordinate with **Jolina S. Gammad**, Administrative Officer IV, Sites Titling Office, Office of the Undersecretary for Legal and Legislative Affairs or through email address [sto.fieldoffices@deped.gov.ph](mailto:sto.fieldoffices@deped.gov.ph).

For immediate dissemination and compliance.

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