



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

OSDS - LEGAL - 2025 - 001

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

**SUBJECT: PROJECT TITULO: TITLING OF SCHOOL SITES THRU
TECHNICAL ASSISTANCE AND UPSKILLING ON
ESTABLISHMENT OF LAND OWNERSHIP**

DATE: August 29, 2025

RATIONALE

1. This initiative was conceptualized after school site visits and inventory of school sites ownership documents which revealed a concerning reality. Among the two hundred twenty-nine (229) schools under the jurisdiction of the Department of Education, Division of Marinduque, only fifty-three (53) or 23.14% possessed Certificates of Titles for their respective school sites. This data underscores the need to address challenges and potential risks to the ownership of the Department on school sites, particularly those with pending applications and those for which applications have yet to be initiated.
2. In support of the Department of Education's thrust to ensure secure, safe, and legally owned school sites, and in support and alignment with the **Sites Titling Office** of the Department of Education, which manages titling

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procedures, deed documentation, and the maintenance of a comprehensive school site database; **DAO 2015-01**, which regulates Special Patents for public school locations under **RA 10023**, and the Division's commitment to strengthen school governance, the Schools Division Office of Marinduque through the Legal Unit will conduct a three-day Capacity-Building Training on securing school site ownership. This activity aims to capacitate school heads and focal persons in addressing school site titling concerns, ensuring proper documentation, and streamlining coordination with concerned agencies.

3. The objectives of this project are the following:
 - Train at least 229 participants, particularly school heads / School Sites Titling Focal Persons on legal requirements, documentation, and titling procedures;
 - Establish partnerships with Department of Environment and Natural Resources (DENR), Department of Agrarian Reform (DAR), Registry of Deeds (RoD), Bureau of Internal Revenue (BIR) and stakeholders;
 - Ensure that participants are equipped with essential knowledge and skills; and
 - Conduct a 3-day training by October 2025.
4. The training is designed to equip school heads/focal persons with the necessary technical knowledge, documentary preparation skills, and procedural understanding to secure land ownership for public school sites. This initiative is expected to directly contribute to the goal of protecting school property and promoting long-term stability for educational institutions.

The training will be held in two batches as follows:

- **Batch 1:** October 1–3, 2025
 - **Batch 2:** October 14–16, 2025
5. The venue for both batches will be announced through a separate advisory.
 6. The training will cover all public elementary and secondary School Heads from the districts listed below:

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District	Batch No. & Date
Boac North	Batch 1 October 1-3, 2025
Boac South	
Gasan	
Buenavista	
Mogpog	
Santa Cruz East	Batch 2 October 14-16, 2025
Santa Cruz North	
Santa Cruz South	
Torrijos	

7. Participants are required to:
 - a) Bring pertinent documents related to their school site concerns such as but not limited to tax declarations, lot plans, titles, previous applications, certifications from Provincial Assessor's Office or DENR, Deed of Sale, Deed of Donation, Deed of Exchange.
 - b) Register and accomplish the Pre-Work Activity via the following link: <https://tinyurl.com/project-titulo> at **least one week before the activity.**
 - c) Ensure full attendance during the entire three-day training.
8. There is no registration fee for this activity. Meals, accommodation, training kits, and other related expenses will be provided and charged against funds downloaded from the General Management and Supervision – Central Office, subject to existing government financial policies and guidelines.
9. Attached herewith is the Activity Matrix for reference.
10. For queries and clarifications, please contact the Legal Unit through: sdomarinduquelegalunit@gmail.com or Atty. Ayzel Lea R. Palmero, Attorney III, SDO Marinduque at **09155971460**.
11. This Memorandum is issued for the information, guidance, and compliance of all concerned.

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Project Activity Matrix

**DAY 1 | ORIENTATION AND TECHNICAL DISCUSSIONS ON SCHOOL SITE
TITLING**

TIME	ACTIVITY / TOPIC
MORNING SESSION	
7:00 AM – 8:00 AM	ARRIVAL AND REGISTRATION Project Management Team
8:01 AM – 8:15 AM	PRELIMINARIES
8:16 AM – 8:30 AM	Welcome Remarks Atty. Ayzel Lea R. Palmero Attorney III OSDS, Legal Unit
8:31 AM – 8:45 AM	Inspirational Message Lynn G. Mendoza, EdD OIC – Schools Division Superintendent
8:46 AM – 9:15 AM	Statement of Purpose, House Rules, Pre-test, & Leveling of Expectations Engr. Elmerio M. Marquez Technical Assistant IV Engr. Michael Angelo L. Jimenez Technical Assistant II
9:16 AM – 10:15 AM	Presentation on legal basis and procedures for processing of application for Special Patents, including requirements, timelines, and coordination. Department of Environment and Natural Resources (DENR) Representative
10:16 AM – 10:30 AM	HEALTH BREAK
10:31 AM – 11:30 AM	

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	Presentation on GSUP,SAPA, FLAG, Presidential Proclamation, DepED – DENR Memorandum of Agreement (MOA) Department of Environment and Natural Resources (DENR) Representative
11:31 AM – 12:00 NN	Open Forum
LUNCH BREAK (12:01 NN – 1:00 PM)	
AFTERNOON SESSION	
1:01 PM – 2:15 PM	Guide on the processes for segregation of school sites in agrarian reform areas compliance with agrarian laws. Department of Agrarian Reform (DAR) Representative
2:16 PM – 2:45 PM	Open Forum
2:46 PM – 3:00 PM	HEALTH BREAK
3:01 PM – 4:30 PM	Registration of titled school sites and resolving titling related issues. Registry of Deeds (ROD) Representative
4:31 PM – 5:00 PM	Open Forum / Q&A

DAY 2 | TECHNICAL DISCUSSIONS ON SCHOOL SITE TITLING

TIME	ACTIVITY / TOPIC
8:00 AM – 8:30 AM	Refresher Session Recap of key points, addressing any pending clarifications.
8:31 AM – 9:45 AM	Discussion on the issuance and updating of tax declarations, verification of property details,

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	resolving tax-related discrepancies, and other process related information. Provincial Assessor's Office Representative
9:46 AM – 10:00 AM	HEALTH BREAK
10:01 AM – 11:30 AM	Focused discussion on taxation-related queries. Bureau of Internal Revenue (BIR) Representative / Lawyer
11:31 AM – 12:00 NN	Open Forum / Q&A
LUNCH BREAK (12:01 NN – 1:00 PM)	
AFTERNOON SESSION	
1:01 PM – 2:00 PM	Status of School Sites in Marinduque Engr. Michael Angelo L. Jimenez Technical Assistant II
2:01 PM – 3:00 PM	School site Acquisition and Documentation for All Public Elementary/ Secondary Schools with Legal Forms ATTY. AYSEL LEA R. PALMERO Attorney III
3:01 PM – 3:15 PM	HEALTH BREAK
3:16 PM – 4:30 PM	Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education Dr. Fretzie P. Alcantara Senior Education Program Specialist SGOD-SMME

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4:31 PM – 5:00 PM	Open Forum / Q&A
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DAY 3 | LEGAL AND ADMINISTRATIVE APPLICATIONS, ISSUE RESOLUTION

TIME	ACTIVITY / TOPIC
MORNING SESSION	
8:00 AM – 8:30 AM	Refresher Session Recap of key points, addressing any pending clarifications.
8:31 AM – 10:00 AM	Continuation of Consultation between School Heads and Resource Speakers Participants present school-specific challenges, gaps, and proposed solutions, with guidance from resource persons.
10:01 AM – 10:15 AM	HEALTH BREAK
10:16 AM – 11:00 AM	Continuation of Consultation with Participants
11:01 AM – 12:00 NN	CLOSING PROGRAM Participant Impression(s) Awarding of Certificates Vote of Thanks Engr. Elmerio M. Marquez Technical Assistant IV

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