



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

OSDS-LEGAL-2025-002

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: CHANGE OF SCHEDULE AND ANNOUNCEMENT OF VENUE FOR PROJECT TITULO: TITLING OF SCHOOL SITES THRU TECHNICAL ASSISTANCE AND UPSKILLING ON ESTABLISHMENT OF LAND OWNERSHIP

DATE: September 17, 2025

1. With reference to Memorandum **OSDS-LEGAL-2025-001**, please be advised of the change in schedule of **Project TITULO: Titling of School Sites Thru Technical Assistance and Upskilling on Establishment of Land Ownership** for Batch 1 from October 1-3, 2025 to **November 5-7, 2025**. Target participants are school heads from Boac North, Boac South, Gasan, Buenavista, and Mogpog Districts. Batch 2 date and participants and other provisions of the cited memorandum remain unchanged.

2. The training for both batches will be held at the **Balar Hotel and Spa, Balarang, Boac, Marinduque**. Attendance is mandatory for all school heads of public elementary, secondary schools and integrated schools. No proxy is allowed.

3. Participants are expected to be at the venue before 8 AM of Day 1 (Batch 2-October 14; Batch 1-November 5). They are required to register at the given link bit.ly/TITULOParticipant2025 for profiling of participants.

4. Kindly accomplish the pre-work activity at: tinyurl.com/project-titulo on or before **October 08, 2025**.

5. For information and guidance of all concerned.



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <http://depedmarinduque.com>



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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	Presentation on GSUP, SAPA, FLAG, Presidential Proclamation, DepED – DENR Memorandum of Agreement (MOA)



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	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, 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	



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	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
4:31 PM – 5:00 PM	Open Forum / Q&A

DAY 3 | LEGAL AND ADMINISTRATIVE APPLICATIONS, ISSUE RESOLUTION

TIME	ACTIVITY / TOPIC
MORNING SESSION	
8:00 AM – 8:30 AM	Refresher Session



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	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