

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

September 3, 2025

DIVISION MEMORANDUM
No. 299, s. 2025

PARTICIPATION TO THE CAPACITY DEVELOPMENT TRAINING ON SCHOOL SITE
SURVEY AND TITLING

To: All Public Elementary School Heads
All Public Secondary School Heads
This Division

1. Regarding on the Letter Invitation from the DepEd - Schools Division Office of Misamis Oriental, this Office enjoins the Participation to the Capacity Development Training on School Site Survey and Titling at Hotel Conchita, Cagayan de Oro City, on September 5, 2025, 8:00AM – 5:00PM. The following are the identified participants to this training:

NO.	SCHOOL	SCHOOL HEAD
1	Amoros ES	Roger E. Pagayon
2	Bolisong ES	Rolly A. Molina
3	Badiangon ES & Molugan CS	Helen S. Palasan
4	Cogon ES	Bob T. Paquinol
5	Cogon NHS	Melanie M. Fabrea
6	El Salvador City CS	Sammy S. Tres Reyes
7	El Salvador City NHS	Nilo L. Lomongo
8	Himaya ES	Zigger E. Villahermosa
9	Himaya NHS	Salvador T. Bendijo II
10	Hinigdaan ES	Jigger M. Tomarong
11	Hinigdaan NHS	Lindo M. Cayadong
12	Kalabaylabay IS	Arnel A. Superable
13	Kalabaylabay IS	Chuchie A. Quiring
14	Kibonbon ES	Ma. Lou Lea C. Nob
15	Molugan NHS	Marivic S. Torres

Handwritten: Kindly Report at 8:00 A.M. / at



Address: Zone 3, Tuburan, Poblacion, El Salvador City
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15	Molugan NHS	MARIVIC S. TORRES
16	PSB ES	CHARLOTTE J. YTANG
17	Sambulawan ES	ROSEMARIE U. SAGUING
18	Sambulawan NHS	JOEY A. OCO
19	San Francisco de Asis ES	IVY MAE P. BERGADO
20	San Francisco de Asis NHS	MARK ANTHONY G. ARRIETA
21	Sinaloc ES	JESSICA MARIE B. RAMOS
22	Sinaloc NHS	MEROGIM P. MUGOT
23	Taytay ES	IAN KHAY H. CASTRO
24	Ulaliman ES	JOVEL C. LABIS

2. The activity aims to equip school heads and their designated representatives with essential knowledge and competencies on survey procedures, documentary requirements, legal aspects, and titling processes necessary to secure land ownership for public school sites.

3. The participants' travel, and other incidental expenses shall be charged to the downloaded funds, subject to the usual accounting and auditing rules and regulations.

4. This memorandum shall serve as the **Authority to Travel** for the identified participants.

3. The office shall adhere to the Equal Opportunity Principle, wherein there is no discrimination on the basis of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. For information, guidance and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent



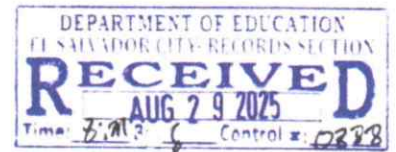
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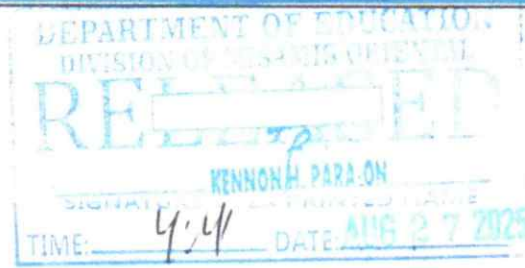
Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF MISAMIS ORIENTAL



August 26, 2025

RANDOLPH B. TORTOLA, CESO V
Schools Division Superintendent
DepEd – Division of El Salvador City



Subject: Invitation to the Capacity Development Training on School Site Survey and Titling

Dear Supt. Tortola,

Greetings of peace and goodwill!

The Department of Education – Division of Misamis Oriental will be conducting a capacity development training entitled: **“Training on the Conduct of Survey and Titling for School Heads/Representatives”** with this **Event Details:**

- **Batch 4:** September 5, 2025
- **Time:** 8:00 a.m. – 5:00 p.m.
- **Venue:** Hotel Conchita, Cagayan de Oro City

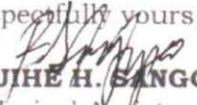
This activity aims to equip school heads and their designated representatives with essential knowledge and competencies on survey procedures, documentary requirements, legal aspects, and titling processes necessary to secure land ownership for public school sites.

In this connection, we are pleased to invite your Division to send School Heads or their authorized representatives to participate in the said training. Their participation will greatly contribute to advancing DepEd's efforts in strengthening land tenure security for schools.

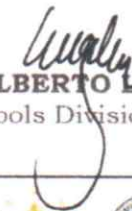
For confirmation and coordination, you may contact Engr. Rajihe H. Sangcopan at 0907-161-8947.

We look forward to your favorable response and the active participation of your Division in this important undertaking.

Respectfully yours,


RAJIHE H. SANGCOPAN
Technical Assistant IV

Noted:


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent



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