



Legal-RA-2025-180

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Office of the Regional Director

September 19, 2025

In compliance with DepEd Order (DO) No. 8 s. 2013
The advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public
(visit depedcalabarzon.ph)

**VENUE OF THE INTERAGENCY CONSULTATION ON THE
DIFFERENT PROCEDURES ON SCHOOL TITLING
PROCESS CLUSTER II (LUZON 1 & 2)**

With reference to the Memorandum STO-2025-007 dated September 12, 2025, titled **"Advisory on the Venue of the Interagency Consultation on the Different Procedures on School Titling Process Cluster 1 (Visayas and Mindanao) and Cluster II (Luzon 1 & 2),"** please be informed that this activity, scheduled on September 24-26, 2025 for Cluster II, will be held at **Great Eastern Hotel, located on Quezon Avenue, Quezon City.**

In line with this, we would like to reiterate that Regional and Schools Division Offices are requested to send two (2) representatives, for each City Division and each Provincial Division.

For information and guidance of all concerned.

ORDLU/MY



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



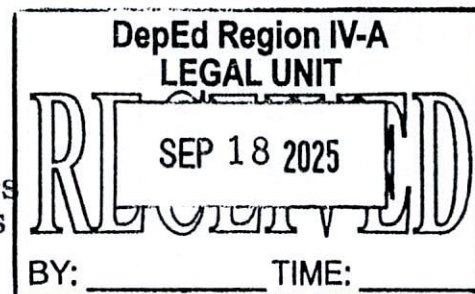
Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
STO-2025- 007



TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION LEGAL OFFICERS
REGIONAL AND DIVISION ENGINEERS
ALL OTHERS CONCERNED

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

SUBJECT : ADVISORY ON THE VENUE OF THE INTERAGENCY
CONSULTATION ON THE DIFFERENT PROCEDURES ON
SCHOOL TITLING PROCESS CLUSTER I (VISAYAS AND
MINDANAO) AND CLUSTER II (LUZON 1 &2)

DATE : SEP 12 2025

This advisory is in line with Memorandum OULLA-2025-1846 dated 08 September 2025 on the conduct of the *Interagency Consultation on the Different Procedures on School Titling Processes* ("Interagency Consultation").

The Interagency Consultation will be conducted in two clusters. Please be advised of the following dates and venue:

	Dates	Venue
Cluster 1 (Visayas and Mindanao)	September 17 - 19, 2025	Great Eastern Hotel, Quezon Avenue, Quezon City
Cluster 2 (Luzon)	September 24 - 26, 2025	TBA

The board and lodging of all participants of the said dates shall be charged against the F.Y.2024 *Improvement and Acquisition of School Sites Fund* managed by the Sites Titling Office. Travel and other allowable expenses of all participants shall be charged against their respective local funds, subject to the applicable accounting and auditing rules and regulations. Participants who will stay beyond the activity will be charged accordingly at their own expense.

✓ We wish to reiterate that Regional and Schools Division Offices are requested to send two (2) representatives, for each City Division and each Provincial Division.

Attached is the Administrative Note for the guidance of all the participants.

For clarifications and concerns please contact Jolina S. Gammad, Administrative Officer IV through her mobile number 0927-791-4230 or email us at sto@deped.gov.ph.

DN 107505



3F Mabini Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 86338925/ (02) 86374611 |
Email Address: gula@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-QULLA	Rev	00
Effectivity	09.01.23	Page	2 of 2



Certificate No. PIP
QHS 22 93 0085



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

**Interagency Consultation of the Different Procedures on School Titling
Processes Cluster 1 (Visayas and Mindanao)**

ADMINISTRATIVE NOTE

I. EXPECTATION

The Interagency Consultation of the Different Procedures on School Titling Processes Cluster 1 (Visayas and Mindanao) will have an in-depth discussion on the different processes in the acquisition of lands occupied by public schools to be discussed by concerned Government Agencies whose mandates involve issuance of certificates of title. Participants are expected to have better understanding on the procedure in acquiring school sites through application for issuance of special patent, presidential proclamation, and transfer of title as well as acquiring beneficial use of lands within ancestral domain in order to apply the knowledge acquired in planning and strategizing on how to secure ownership of lands occupied by public school sites.

II. SCHEDULE AND VENUE

Cluster: Cluster I (Visayas and Mindanao)

Date: September 17-19, 2025

Venue: Great Eastern Hotel, Quezon Avenue, Quezon City

Participants: Regional and Division Attorneys, Engineers, and/or Focal Person for School Sites Titling

III. TRAVEL ARRANGEMENTS

Participants are expected to arrive in the morning of day one (1) **September 17, 2025 for registration**. On the other hand, the participants are expected to depart from the venue on day three (3) **September 19, 2025**.

Travel and incidental expenses of all participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

All are advised to secure travel orders/authorities prior to attending the training.

IV. ACCOMMODATION

All participants and core team members will be provided with accommodation for two (2) nights. Participants who wish to stay in the accommodation beyond the check-out date, are expected to cover for their own expenses.

Check in will start on the afternoon of day one (1) September 17, 2025, Wednesday at 2:00 PM. Check out will be on day three (3) September 19, 2025 Friday at 12:00 NN.

Mini-bar and room service expenses **WILL NOT** be covered by the organizers.

V. FOOD

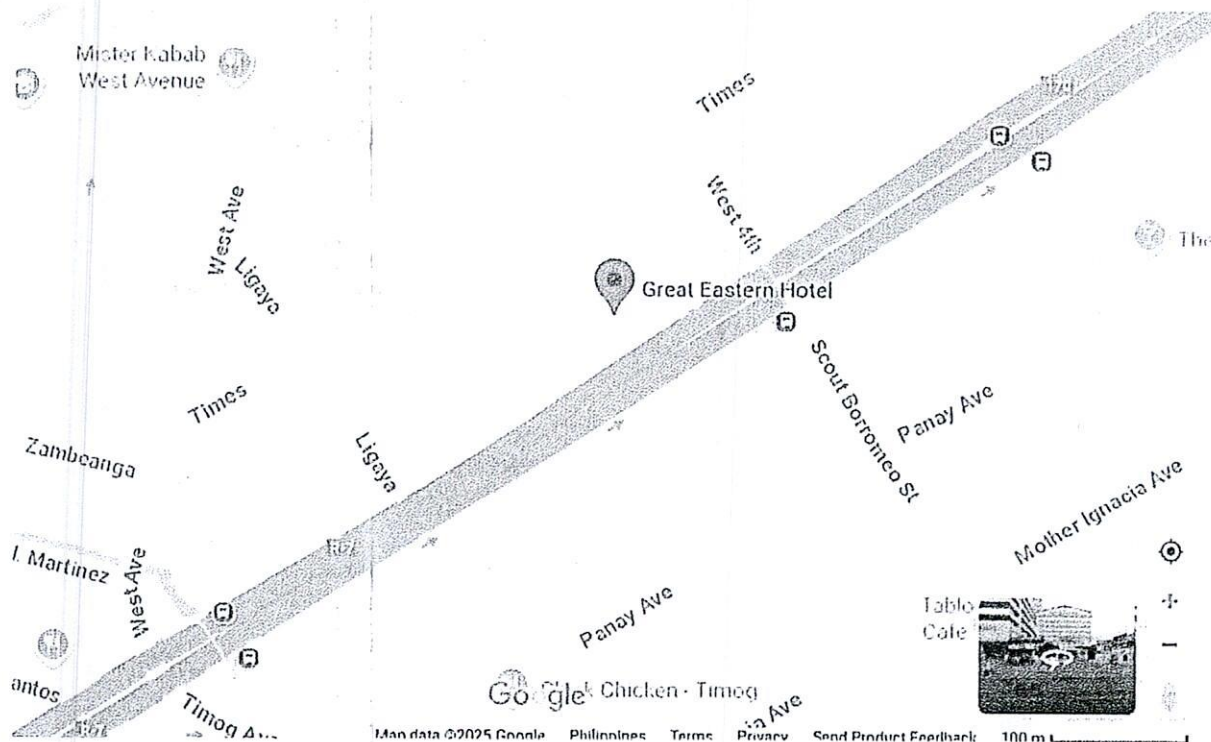
Full board meals and snacks will be provided. The **first meal served is Lunch on September 17, 2025** while the **last meal is pm snacks on September 19, 2025**. Meals, shall include breakfast, lunch, dinner, and AM and PM snacks will be served at the activity hall.

Participants with special dietary needs and restrictions are advised to indicate it in the registration link prior to said events.

The venue information is provided below:

1. Great Eastern Hotel

- Address: Quezon Avenue, Quezon City
- Location Map:

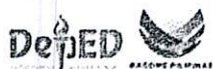


VI. ACTIVITIES

- Registration will start at 12:00 NN on the first day of the activity. The first activity will start at 1:30 PM.

This activity encourages active participation from all of the participants.

GENERAL INFORMATION



Address: 3F Mabini Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 86338925/ (02) 86374611
Email Address: oula@deped.gov.ph
Website: www.deped.gov.ph

Doc. Ref. Code	DM-OULLA	Rev	00
Effectivity	09.01.23	Pane	2 of 3



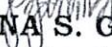
Certificate No. PHP

- The venue is accessible via public utility vehicles.
- Participants are also advised to be careful with their belongings and make the necessary precautions to ensure their safety. The organizers will not be liable for any loss or damage of property.

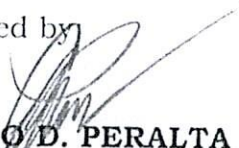
VII. CONTACT INFORMATION

For questions or concerns, please contact **Jolina S. Gammad** of Sites Titling Office through mobile number **0927-791-4230** or email address at **sto@deped.gov.ph**.


Prepared by:


JOLINA S. GAMMAD
Administrative Officer IV
Sites Titling Office

Reviewed by:


CECILIO D. PERALTA
Administrative Officer V
Sites Titling Office

Approved by:


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