



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

May 23, 2023

DIVISION MEMORANDUM
No. 151 s, 2023

PARTICIPANTS AND VENUE TO THE ORIENTATION SEMINAR ON APPLICATION FOR SPECIAL PATENT FOR SCHOOL SITES, REQUEST AND UTILIZATION OF FUNDING FOR SCHOOL SITE REGISTRATION AND PROTOCOLS IN CASE OF SCHOOL SITES DISPUTES

To: Assistant Schools District Superintendent
Public Schools District Supervisors/Principals-in-Charge
Other concerned

1. The venue for the conduct of the "Orientation Seminar on Application for Special Patent for School Sites, Request and Utilization of Funding for School Site Registration and Protocols in Case of School Sites Disputes" on June 5-6, 2023, shall be Andres and Juana Grand Hall - SaSa Pension House, E. Jacinto St, Barangay Yakal (Pob.), Catarman, Northern Samar, 6400, Philippines.
2. Participants in the aforesaid training shall be the Public Schools District Supervisors and Principals-in-Charge of the 46 Districts. (Enclosure 1).
3. Since the aforesaid training shall be face-to-face, participants are hereby required to confirm their attendance or assign a representative for their respective district either by using the following online link, QR Code, or confirmation letter (Enclosure 4), to be submitted to the Division Legal Unit on or before May June 2, 2023:

<https://bit.ly/3Wp6Gtf>



4. This memorandum shall serve as Authority to Travel and travel expenditure incurred by participants during this activity shall be chargeable to local funds subject to availability of funds and usual government accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

GAUDENCIO C. ALJIBE, JR, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Division Official Website: <https://northersamar.deped.gov.ph>



Enclosure 1 to DM No. _____ s, 2023

LIST OF PARTICIPANTS

Name	Position	District
1. Denmark M. Fernandez	Principal-in-Charge	Allen I
2. Pedro S. Vargas	Principal-in-Charge	Allen II
3. Elena E. Flores	Principal-in-Charge	Biri
4. Allan C. Acedera	Public Schools District Supervisor	Bobon
5. Maribel A. Formaran	Principal-in-Charge	Capul
6. Francisco B. Botaire, Jr.	Principal-in-Charge	Catarman I
7. Marlo T. Longcop	Principal-in-Charge	Catarman II
8. Ruth B. Capas	Principal-in-Charge	Catarman III
9. Mary Jane M. Aguire	Principal-in-Charge	Catarman IV
10. Arnio B. Saludario	Principal-in-Charge	Catarman V
11. Marivic A. Estavillo	Principal-in-Charge	Catarman VI
12. Agusting B. Estinopo	Principal-in-Charge	Lavezares I
13. Erma G. Pariña	Public Schools District Supervisor	Lavezares II
14. Arnoldo B. Rosales	Principal-in-Charge	Lope de Vega
15. Nimfa G. Magpayo	Principal-in-Charge	Mondragon I
16. Brenda E. Villadolid	Principal-in-Charge	Mondragon II
17. Venus V. Malobago	Principal-in-Charge	Mondragon III
18. Eleanor A. Bido	Principal-in-Charge	Rosario
19. Joel Salor	Principal-in-Charge	San Antonio
20. Gigi S. Cabullo	Public Schools District Supervisor	San Isidro I
21. Geana S. Lingling	Principal-in-Charge	San Isidro II
22. Raquel C. Perfas	Principal-in-Charge	San Jose
23. Petrolino M. Panis	Principal-in-Charge	San Vicente
24. Leonor P. Salor	Principal-in-Charge	Victoria
25. Carlos B. Balanquit	Public Schools District Supervisor	Catubig I
26. Marlon P. De Asis	Principal-in-Charge	Catubig II
27. Dionesio S. Nueva	Principal-in-Charge	Catubig III
28. Rico B. Baladad	Principal-in-Charge	Gamay I
29. Marlo Q. Nazam	Principal-in-Charge	Gamay II
30. Epigenia E. Po	Principal-in-Charge	Laoang I
31. Lucio S. Lobos	Principal-in-Charge	Laoang II
32. Silvano S. Pinca	Principal-in-Charge	Laoang III
33. Edelberto Poso	Principal-in-Charge	Laoang IV
34. Janette B. Cerbito	Principal-in-Charge	Laoang V
35. Liza B. Engo	Principal-in-Charge	Lapinig
36. Marites C. Mahinay	Principal-in-Charge	Las Navas I
37. Alma Solayao	Principal-in-Charge	Las Navas II
38. Nestor A. Ada	Principal-in-Charge	Las Navas III
39. Marialita P. Orio	Principal-in-Charge	Mapanas
40. Rolando E. Gorembalem	Principal-in-Charge	Palapag I
41. Roberto T. Galono	Principal-in-Charge	Palapag II
42. Meriam C. Reyes	Principal-in-Charge	Palapag III
43. Roselyn Sosing	Principal-in-Charge	Pambujan I
44. Geroldo G. Lobos	Principal-in-Charge	Pambujan II
45. Ester Dela Cruz	Principal-in-Charge	San Roque
46. Zoraida Bolosan	Principal-in-Charge	Silvino Lobos

Enclosure 2 to DM No. _____ s, 2023

ACTIVITY MATRIX

Time	Day 1 Activities	Responsible Persons
7:00-8:00 am	Breakfast	
8:00 am	Arrival and registration of participants	PMT
	Preliminaries: <i>Lupang Hinirang</i> Inter-faith Prayer..... <i>Lupad Norte</i>	AVP AVP AVP
	The rationale of the activity	Francis Rico E. Tobes ADOF2/Legal Assistant
	Presentation of Participants..... and welcome remarks	Atty. Risty T. Adarayan <i>Attorney III/Legal Officer</i>
	Opening Remark	Gaudencio C. Aljibe, Jr, CESO VI Assistant Schools Division Supt Officer-in-Charge Office the Schools Division Supt.
10:00 am	Snacks	
	Orientation on the guidelines and procedures for application for special patent title for school sites.	Resource Person Land Management and Tiling Office, DENR
12:00nn	Lunch	
1:00 pm	Orientation on the guidelines and procedures for securing tax declarations for school sites and transfer of names of tax declarations to schools.	Resource Person Provincial Assessor's Office
3:00 pm	Snacks	
	Orientation on the use of google earth for identification of coordinates of school site locations.	Rolando P. Lucenecio, Jr ITO I DepEd Northern Samar
	Practicum and open forum	
6:00 pm	Dinner	

Time	Day 2 Activities	Responsible Persons
7:00-8:00 am	Breakfast	
8:00-9:30 am	Arrival and registration of participants Management of Learning	PMT QAME
	Snacks	
10:00 am	Orientation of guidelines and procedures on registration of deeds of schools and transfer of title to schools.	Resource Person Registry of Deeds -Catarman Land Registration Authority, DENR
	Open forum/Q & A	
12: 00 pm	Lunch	
1:00 pm	Orientation on requirements for liquidation of funds for school site titling and registration.	Deah A. Gamao, CPA Accountant III DepEd Northern Samar
3:00 pm	Orientation on protocols in cases of school sites disputes.	Atty. Risty T. Adarayan <i>Attorney III/Legal Officer</i> DepEd Northern Samar
	Open forum / Q & A	
6:00 pm	Dinner and Departure of Participants	

Enclosure 3 to DM No. _____ s, 2023

PROGRAM MANAGEMENT TEAM

Name	Designation
Gaudencio C. Aljibe, Jr, CESO VI	Activity Manager
Crista Joy C. Abogadie, CESE	Co-Activity Manager
Atty. Risty T. Adarayan	On-site Manager/Resource Person
Merlita B. Fajardo	QAME
Peter R. Bobiles	HRD
Francis Rico E. Tobes	Documenter/Encoder
Raul P. Figueroa, Jr	Facilitator
Kimberly G. Balero	Facilitator
Jennilyn Mejos	Facilitator/MC
Rolando P. Lucenecio, Jr	Resource Person
Deah A. Gamao, CPA	Resource Person
DENR – Land Management Titling Office	Resource Person
DENR – Registry of Deeds	Resource Person
Provincial Assessor's Office	Resource Person

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Date

GAUDENCIO C. ALJIBE, JR, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Attn: **Atty. RISTY T. ADARAYAN**
Attorney III/ Legal Officer

Sir:

May I respectfully submit my confirmation to attend as participant or confirm the attendance of my authorized representative to the "Orientation Seminar on Application for Special Patent for School Sites, Request and Utilization of Funding for School Site Registration and Protocols in Case of School Sites Disputes" on June 5-6, 2023, at Andres and Juana Grand Hall - SaSa Pension House, E. Jacinto St, Barangay Yakal (Pob.), Catarman, Northern Samar, 6400, Philippines.

Name of Participant or Authorized Representative (<i>only one per district</i>)	Designation	Contact No.	Signature

Very truly yours,

Name and Signature
Public Schools District Supervisor/ PIC