



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

November 4, 2025

DIVISION MEMORANDUM
NO. 684, s. 2025

**CONDUCT OF THE SEMINAR-WORKSHOP ON THE LEGAL PROCESSES AND
DOCUMENTARY REQUIREMENTS FOR SCHOOL SITES TITLING FOR SELECT SCHOOL
HEADS AND NON-TEACHING PERSONNEL**

TO : Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads of Elementary Schools
School Heads of Secondary Schools
All others concerned

1. The DepEd Central Office – Sites Titling Office, through the Schools Division Offices, aims to equip selected school heads and non-teaching personnel from the four (4) Schools Division Offices in Pampanga with the knowledge and tools necessary to support the land titling process. Likewise, it also seeks to foster stronger inter-agency collaboration in securing legal ownership of public school properties.
2. In line with this, the SDO Pampanga Legal Services Unit – Sites Titling Team will be spearheading the conduct of the 3-day live-in Seminar-Workshop of selected school heads and non-teaching personnel from the four (4) Schools Division Offices in Pampanga on **November 17-19, 2025 (BATCH 1 – Participants from the City Schools Division of Angeles, San Fernando, and Mabalacat)** and **November 24-26, 2025 (BATCH 2 – Participants from the Schools Division of Pampanga)**, at the Otel Pampanga, Skye Plaza Building, Lazatin Boulevard, City of San Fernando, Pampanga.
3. The three-day seminar-workshop aims to:
 - Increase awareness among school heads and non-teaching personnel on the importance of securing proper land titles for public school sites;
 - Provide knowledge on the legal processes, documentary requirements, and government policies related to school site titling; and,
 - Strengthen inter-agency collaboration by familiarizing participants with the roles of the different government agencies in the titling process.

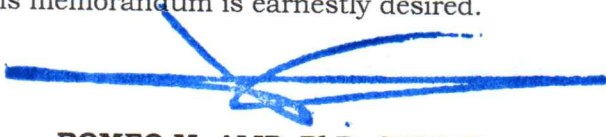


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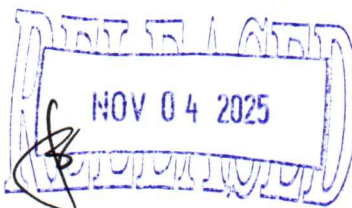
4. Anent to this, the number of participants per schools division office (the list of participants shall be enclosed in a separate issuance), selected participant-schools for SDO Pampanga, and the seminar-workshop training matrix.
5. School heads of the selected participant-schools shall pre-register **on or before November 11, 2025** using this link:

<https://bit.ly/REG-STOPAMP>

6. Wide dissemination and compliance with this memorandum is earnestly desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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PARTICIPANTS PER SCHOOLS DIVISION OFFICE

BATCH 1 - November 17-19, 2025 (Otel Pampanga)	
Schools Division Office	No. of Participants
ANGELES CITY	53
CITY OF SAN FERNANDO	50
MABALACAT CITY	53

BATCH 2 - November 24-26, 2025 (Otel Pampanga)	
Schools Division Office	No. of Participants
PAMPANGA	147



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SELECTED PARTICIPANT-SCHOOLS

Municipality	School Name
APALIT	ALAULI ELEMENTARY SCHOOL
APALIT	BALUCUC ELEMENTARY SCHOOL
APALIT	SAMPAGA ELEMENTARY SCHOOL
APALIT	SULIPAN ELEMENTARY SCHOOL
APALIT	JOSE ESCALER MEMORIAL SCHOOL
APALIT	TELAPAYONG ELEMENTARY SCHOOL
APALIT	SAN VICENTE ELEMENTARY SCHOOL
APALIT	CANSINALA ELEMENTARY SCHOOL
APALIT	GALANG ELEMENTARY MEMORIAL SCHOOL
APALIT	SUCAD ELEMENTARY SCHOOL
ARAYAT	LACQUIOS ELEMENTARY SCHOOL
ARAYAT	MAPALAD ELEMENTARY SCHOOL
ARAYAT	MATAMO ELEMENTARY SCHOOL
BACOLOR	BALAS ELEMENTARY SCHOOL
BACOLOR	DUAT ELEMENTARY SCHOOL
BACOLOR	BACOLOR ELEMENTARY SCHOOL - BULAON
BACOLOR	BACOLOR HIGH SCHOOL
BACOLOR	STA BARBARA ELEMENTARY SCHOOL PROPER
BACOLOR	STA BARBARA ELEMENTARY SCHOOL BULAON
BACOLOR	PARULOG ELEMENTARY SCHOOL
BACOLOR	SAN ANTONIO ELEMENTARY SCHOOL - BULAON
BACOLOR	DON ANTONIO LEE CHI UAN INTEGRATED SCHOOL
BACOLOR	BACOLOR ELEMENTARY SCHOOL - MADAPDAP
BACOLOR	CABETICAN ELEMENTARY SCHOOL - MADAPDAP
BACOLOR	DOLORES ELEMENTARY SCHOOL - MADAPDAP
BACOLOR	MALIWALU ELEMENTARY SCHOOL - MADAPDAP
BACOLOR	MESALIPIT PRIMARY SCHOOL
BACOLOR	TALBA ELEMENTARY SCHOOL
BACOLOR	TINAJERO ELEMENTARY SCHOOL - MADAPDAP
BACOLOR	BACOLOR INTEGRATED SCHOOL
BACOLOR	CABALANTIAN ELEMENTARY SCHOOL TOWN PROPER
CANDABA	STO ROSARIO ELEMENTARY SCHOOL
CANDABA	BARANGCA ELEMENTARY SCHOOL
CANDABA	MAPANIQUEI ELEMENTARY SCHOOL
CANDABA	PALIGUE ELEMENTARY SCHOOL
CANDABA	MANDILI II ELEMENTARY SCHOOL
CANDABA	DALAYAP ELEMENTARY SCHOOL
CANDABA	DULONG ILOG ELEMENTARY SCHOOL
CANDABA	PULONG PALAZAN ELEMENTARY SCHOOL
CANDABA	VIZAL SAN PABLO I ELEMENTARY SCHOOL
CANDABA	PULONG GUBAT HIGH SCHOOL
CANDABA	TALANG NATIONAL HIGH SCHOOL
CANDABA	VIZAL SAN PABLO NATIONAL HIGH SCHOOL
CANDABA	GULAP NATIONAL HIGH SCHOOL
CANDABA	PARALAYA HIGH SCHOOL
CANDABA	BAHAY PARE ELEMENTARY
CANDABA	TALANG ELEMENTARY SCHOOL
FLORIDABLANCA	APALIT ELEMENTARY SCHOOL
FLORIDABLANCA	BENEDICTO ELEMENTARY SCHOOL
FLORIDABLANCA	CAMACHILE ELEMENTARY SCHOOL
FLORIDABLANCA	PANDAGUIRIG ELEMENTARY SCHOOL
FLORIDABLANCA	SAN RAMON ELEMENTARY SCHOOL
FLORIDABLANCA	BASA AIR BASE NATIONAL HIGH SCHOOL
FLORIDABLANCA	GUTAD NATIONAL HIGH SCHOOL
FLORIDABLANCA	PASAY CITY NORTH HIGH SCHOOL (BODEGA HS)
FLORIDABLANCA	VALDEZ HIGH SCHOOL
FLORIDABLANCA	CARMENCITA ELEMENTARY SCHOOL
FLORIDABLANCA	CONSUELO ELEMENTARY SCHOOL
FLORIDABLANCA	DAMPE ELEMENTARY SCHOOL
FLORIDABLANCA	NABUCLOD INTEGRATED SCHOOL



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FLORIDABLANCA	CARITAS ELEMENTARY SCHOOL
GUAGUA	MAQUIAPO ELEMENTARY SCHOOL
GUAGUA	SAN ISIDRO PRIMARY SCHOOL
GUAGUA	SIRAN ELEMENTARY SCHOOL
GUAGUA	BETIS NATIONAL HIGH SCHOOL
GUAGUA	GUILLERMO D. MENDOZA NATIONAL HIGH SCHOOL
GUAGUA	LAMBAC ELEMENTARY SCHOOL
GUAGUA	NATIVIDAD HIGH SCHOOL
GUAGUA	SAN JUAN ELEMENTARY SCHOOL
LUBAO	DEL CARMEN ELEMENTARY SCHOOL
LUBAO	BANCAL PUGAD INTEGRATED SCHOOL
LUBAO	SAN ROQUE ARBOL HIGH SCHOOL
LUBAO	SAN ROQUE DAU HIGH SCHOOL
LUBAO	SANTIAGO NATIONAL HIGH SCHOOL
LUBAO	BARUYA HIGH SCHOOL
LUBAO	SAN JOSE GUMI INTEGRATED SCHOOL
LUBAO	STA MARIA ELEMENTARY SCHOOL
LUBAO	STO DOMINGO ELEMENTARY SCHOOL
LUBAO	WENCESLAO VILLAGE ELEMENTARY SCHOOL
LUBAO	STA CRUZ ELEMENTARY SCHOOL
LUBAO	STA TEREZA 1ST ELEMENTARY SCHOOL
MACABEBE	DALAN BALITI ES
MACABEBE	CONSUELO HIGH SCHOOL
MACABEBE	DALAYAP HIGH SCHOOL
MACABEBE	SAN ESTEBAN NATIONAL HIGH SCHOOL
MACABEBE	STA MARIA NATIONAL HIGH SCHOOL - MACABEBE
MAGALANG	TELACSAN NATIONAL HIGH SCHOOL
MAGALANG	BALITUCAN ELEMENTARY SCHOOL
MAGALANG	PITABACAN ELEMENTARY SCHOOL
MAGALANG	TALIMUNDOC ELEMENTARY SCHOOL
MAGALANG	ORCHARD ELEMENTARY SCHOOL
MAGALANG	SAN PABLO ELEMENTARY SCHOOL
MAGALANG	CARMELO F. LAZATIN NATIONAL HIGH SCHOOL
MAGALANG	SENIOR HIGH SCHOOL IN MAGALANG STAND ALONE 2
MAGALANG	AYALA HIGH SCHOOL
MAGALANG	DOLORES ELEMENTARY SCHOOL
MAGALANG	AYALA ELEMENTARY SCHOOL
MAGALANG	NAVALING ELEMENTARY SCHOOL
MAGALANG	SAN ROQUE ELEMENTARY SCHOOL
MASANTOL	BEBE ANAC ELEMENTARY SCHOOL
MASANTOL	STA CRUZ (MAIN) ELEMENTARY SCHOOL
MASANTOL	MALAULI HIGH SCHOOL
MEXICO	CAMBASI ELEMENTARY SCHOOL
MEXICO	DOLORES PIRING ELEMENTARY SCHOOL
MEXICO	STA CRUZ ELEMENTARY SCHOOL
MEXICO	ACLI ELEMENTARY SCHOOL
MEXICO	SABANILLA ELEMENTARY SCHOOL
MEXICO	SAPANG MAISAC ELEMENTARY SCHOOL
MEXICO	PANDACAQUI ELEMENTARY SCHOOL
MEXICO	BALAS ELEMENTARY SCHOOL
MEXICO	PANGATLAN ELEMENTARY SCHOOL
MEXICO	DIOSDADO MACAPAGAL HIGH SCHOOL
MEXICO	SAN JOSE MATULID ELEMENTARY SCHOOL
MEXICO	ANAO ELEMENTARY SCHOOL
MINALIN	ANITA G. FLORES NATIONAL HIGH SCHOOL
MINALIN	PEDRITA NATIONAL HIGH SCHOOL
PORAC	DIAZ ELEMENTARY SCHOOL
PORAC	SAPANG UWAK ELEMENTARY SCHOOL
PORAC	SINURA ELEMENTARY SCHOOL
PORAC	CAMIAS HIGH SCHOOL
PORAC	PLANAS HIGH SCHOOL
PORAC	VILLA MARIA INTEGRATED SCHOOL
PORAC	BABO PANGULO ELEMENTARY SCHOOL



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PORAC	BABO SACAN ELEMENTARY SCHOOL
PORAC	BALIK BARANGAY MANIBAUG PASIG ELEMENTARY SCHOOL
PORAC	MANIBAUG PASIG ELEMENTARY SCHOOL
SAN LUIS	SAN NICOLAS INTEGRATED SCHOOL
SAN LUIS	MARGARITA P. BONDOC ELEMENTARY SCHOOL
SAN LUIS	SAN JOSE INTEGRATED SCHOOL
SAN SIMON	SAN PEDRO NATIONAL HIGH SCHOOL
SAN SIMON	STA MONICA HIGH SCHOOL
SASMUAN	MALUSAC ELEMENTARY SCHOOL
SASMUAN	MALUSAC NATIONAL HIGH SCHOOL
STA. ANA	TELESFORO AND NATIVIDAD ALFONSO HIGH SCHOOL
STA. ANA	STA ANA CENTRAL HIGH SCHOOL
STA. ANA	STO ROSARIO ELEMENTARY SCHOOL
STA. RITA	SAN JUAN ELEMENTARY SCHOOL
STA. RITA	AMBROCIO S. SIMPAO EDUCATIONAL AND TRADE CENTER OF LEARNING
STA. RITA	BECURAN NATIONAL HIGH SCHOOL
STA. RITA	SAN MATIAS ELEMENTARY SCHOOL
STA. RITA	STA RITA ELEMENTARY SCHOOL
STA. RITA	HOLY FAMILY VILLAGE ELEMENTARY SCHOOL
STO. TOMAS	DR. EMIGDIO A. BONDOC ELEMENTARY SCHOOL
STO. TOMAS	STO ROSARIO ELEMENTARY SCHOOL
STO. TOMAS	MORAS DELA PAZ ELEMENTARY SCHOOL
STO. TOMAS	SAN BARTOLOME ELEMENTARY SCHOOL
STO. TOMAS	SAN MATIAS ELEMENTARY SCHOOL



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TRAINING MATRIX

SEMINAR-WORKSHOP ON THE LEGAL PROCESSES AND DOCUMENTARY REQUIREMENTS FOR SCHOOL SITES TITLING FOR SELECTED SCHOOL HEADS AND NON-TEACHING PERSONNEL

BATCH 1 - November 17-19, 2025 (Otel Pampanga)

DAY 1

Time	Activity	Persons/ Office Responsible
8:00 am - 9:00 am	Registration	Secretariat
9:00 am - 9:15 am	Preliminaries	Secretariat
9:15 am - 9:30 am	Roll Call	Secretariat
9:30 am - 10:00 am	Opening Remarks	
10:00 am - 11:30 am	Basic and Salient Points of School Sites Titling	Resource Speaker from DepEd
11:30 am - 12:00 nn	Open Forum	Secretariat
12:00 nn - 1:00 pm	Lunch Break	
1:00 pm - 1:10 pm	Ice Breaker	Secretariat
1:10 pm - 2:40 pm	Titling of Public and other Inalienable Lots / Application for Special Patents	Resource Speaker from PENRO
2:40 pm - 3:00 pm	Open Forum	Secretariat
3:00 pm - 4:30 pm	Establishment of Schools in Agricultural setting / CLOAs	Resource Speaker from DAR
4:30 pm - 4:50 pm	Open Forum	Secretariat
4:50 pm - 5:00 pm	Announcements / Delegation of Room Assignment	Secretariat
6:00 pm	Dinner	

DAY 2

Time	Activity	Persons/ Office Responsible
6:00 am - 8:00 am	Breakfast	
8:00 am - 8:20 am	Preliminaries	Secretariat
8:20 am - 9:50 am	Titling of Schools found on Ancestral Domain / Lots Occupied	Resource Speaker from NCIP
9:50 am - 10:10 am	Open Forum	Secretariat
10:10 am - 11:40 am	Role of Assessor's Office	Resource Speaker from Assessor's Office
11:40 am - 12:00 am	Open Forum	Secretariat
12:00 nn - 1:00 pm	Lunch Break	
1:00 pm - 1:10 pm	Ice Breaker	Secretariat
1:10 pm - 2:40 pm	BIR Concerns/Matters	Resource Speaker from BIR



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2:40 pm - 3:00 pm	Open Forum	Secretariat
3:00 pm - 4:30 pm	Process, Fees, and Checklist	Resource Speaker from Registry of Deeds
4:30 pm - 4:50 pm	Open Forum	Secretariat
4:50 pm - 5:00 pm	Announcements	Secretariat
6:00 pm	Dinner	

DAY 3

Time	Activity	Persons/ Office Responsible
6:00 am - 8:00 am	Breakfast	
8:00 am - 9:30 am	Preliminaries	Secretariat
9:30 am - 11:30 am	Crafting of Action Plan	Secretariat
11:30 am - 12:00 nn	Closing Remarks	
12:00 nn	Lunch / Departure	



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SEMINAR-WORKSHOP ON THE LEGAL PROCESSES AND DOCUMENTARY REQUIREMENTS FOR SCHOOL SITES TITLING FOR SELECTED SCHOOL HEADS AND NON-TEACHING PERSONNEL

BATCH 2 - November 24-26, 2025 (Otel Pampanga)

DAY 1

Time	Activity	Persons/ Office Responsible
8:00 am - 9:00 am	Registration	Secretariat
9:00 am - 9:15 am	Preliminaries	Secretariat
9:15 am - 9:30 am	Roll Call	Secretariat
9:30 am - 10:00 am	Opening Remarks	
10:00 am - 11:30 am	Basic and Salient Points of School Sites Titling	Resource Speaker from DepEd
11:30 am - 12:00 nn	Open Forum	Secretariat
12:00 nn - 1:00 pm	Lunch Break	
1:00 pm - 1:10 pm	Ice Breaker	Secretariat
1:10 pm - 2:40 pm	Titling of Public and other Inalienable Lots / Application for Special Patents	Resource Speaker from PENRO
2:40 pm - 3:00 pm	Open Forum	Secretariat
3:00 pm - 4:30 pm	Establishment of Schools in Agricultural setting / CLOAs	Resource Speaker from DAR
4:30 pm - 4:50 pm	Open Forum	Secretariat
4:50 pm - 5:00 pm	Announcements / Delegation of Room Assignment	Secretariat
6:00 pm	Dinner	

DAY 2

Time	Activity	Persons/ Office Responsible
6:00 am - 8:00 am	Breakfast	
8:00 am - 8:20 am	Preliminaries	Secretariat
8:20 am - 9:50 am	Titling of Schools found on Ancestral Domain / Lots Occupied	Resource Speaker from NCIP
9:50 am - 10:10 am	Open Forum	Secretariat
10:10 am - 11:40 am	Role of Assessor's Office	Resource Speaker from Assessor's Office
11:40 am - 12:00 am	Open Forum	Secretariat
12:00 nn - 1:00 pm	Lunch Break	
1:00 pm - 1:10 pm	Ice Breaker	Secretariat
1:10 pm - 2:40 pm	BIR Concerns/Matters	Resource Speaker from BIR



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2:40 pm - 3:00 pm	Open Forum	Secretariat
3:00 pm - 4:30 pm	Process, Fees, and Checklist	Resource Speaker from Registry of Deeds
4:30 pm - 4:50 pm	Open Forum	Secretariat
4:50 pm - 5:00 pm	Announcements	Secretariat
6:00 pm	Dinner	

DAY 3

Time	Activity	Persons/ Office Responsible
6:00 am - 8:00 am	Breakfast	
8:00 am - 9:30 am	Preliminaries	Secretariat
9:30 am - 11:30 am	Crafting of Action Plan	Secretariat
11:30 am 12:00 nn	Closing Remarks	
12:00 nn	Lunch / Departure	