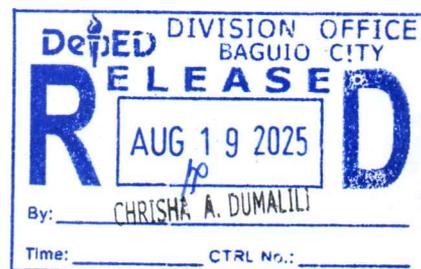




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



August 18, 2025

**DIVISION MEMORANDUM**

No.: 498-2025

**CONDUCT OF CAPACITY DEVELOPMENT ON SCHOOL SITE DOCUMENTATION AND TITLING**

**TO:** All Elementary and Secondary Public-School Heads  
All Administrative Officer II

1. In line with the Department of Education's mandate to ensure access to quality basic education for all Filipino learners, it is imperative to safeguard existing school sites from disposal, sale, lien, encumbrance, reconveyance suits, or claims for payment from private individuals or heirs of donors. To address these concerns, this Office will conduct an Inter-Agency Convergence on School Site documentation and Titling.
2. In connection with this, this Office informs all concerned that an Inter-Agency Convergence on School Site documentation and Titling will be conducted on the following dates and venue:
  - Batch 1: September 18, 2025 (School Heads)
  - Batch 2: September 19, 2025 (AO IIs)
  - Final dates and venue to be announced
3. The convergence aims to facilitate and fast-track the processing of land titles for public school sites in collaboration with the Department of Environment and Natural Resources (DENR), Department of Agrarian Reform (DAR), Provincial Assessor's Office, National Commission on Indigenous Peoples (NCIP), and Registry of Deeds (ROD).
4. With this, please confirm your attendance via Google Form through this link: <https://bit.ly/confirmationcapdevsto>
5. For any queries or clarifications, please contact: [stosdobaguio Benguet@gmail.com](mailto:stosdobaguio Benguet@gmail.com)
6. Deadline for submission is on or before August 22, 2025.
7. For your information, guidance, and strict compliance.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

For the Office of the SDS  
  
**NIÑO M. TIBANGAY**  
Chief, SGOD