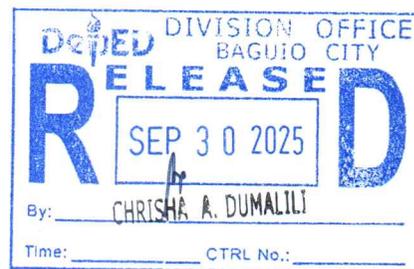




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



September 29, 2025

DIVISION MEMORANDUM

No.: 605-2025

CONDUCT OF CAPACITY DEVELOPMENT ON SCHOOL SITE DOCUMENTATION AND TITLING

TO: All Elementary and Secondary Public-School Heads
All Concerned

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: October 20-21, 2025 (SDO of Baguio City)**
 - **Batch 2: October 22-24, 2025 (SDO of Benguet)**
 - **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 and City Assessors Office, National Commission on Indigenous Peoples (NCIP), Bureau of Internal Revenue and Registry of Deeds (ROD).
4. With this, please confirm your attendance via Google Form through this link: <https://tinyurl.com/stoconfirmation>
5. For any queries or clarifications, please contact: stosdobaguio Benguet@gmail.com
6. Deadline for submission is on or before October 2, 2025.
7. For your information, guidance, and strict compliance.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
OIC – Asst. Schools Division Superintendent

**PROGRAM OF ACTIVITIES
 BATCH I
 OCTOBER 20-21, 2025
 Participants – Within BLISTT area**

TIME	ACTIVITIES	PERSON/GROUP IN-CHARGE
DAY 1		
7:00 – 8:00 AM	Registration/ Collecting of documents	Secretariat
8:00 – 8:30 AM	Opening Program, Opening Remarks, Overview of Activities	Secretariat, SDS-Baguió City
8:30 – 10:00 AM	Session on the School Sites Titling in DepEd	DepEd CAR - Legal Officer
10:00 AM – 10:15 AM	Health Break	
10:15 – 12:00 NN	Presentation of status of school sites lot title	SDO Baguió City - Legal Officer SDO Benguet – Legal Officer
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	DENR Presentation and Open Forum	DENR Representative
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 4:45 PM	DAR Presentation an Open Forum	DAR Representative
4:45 PM – 5:00 PM	Closing of Activities	Secretariat
Day 2		
7:00 AM – 8:00 AM	Registration	Secretariat
8:00 AM– 8:30 AM	Opening Program	Secretariat
8:30 AM – 10:00 AM	NCIP Presentation and Open Forum	NCIP Representative
10:00 AM – 10:15 AM	Health Break	
10:15 – 12:00 NN	BIR Presentation and Open Forum	BIR Representative
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 1:15 PM	Exercise	Participants
1:15 PM - 3:00 PM	Baguió City Assessor’s Office Presentation and Open Forum	Baguió City Assessor’s Office Representative
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 4:45 PM	ROD Presentation and Open Forum	ROD Representative
4:45 PM – 5:00 PM	Closing Remarks	DepEd SDO-Baguió City- Legal Officer