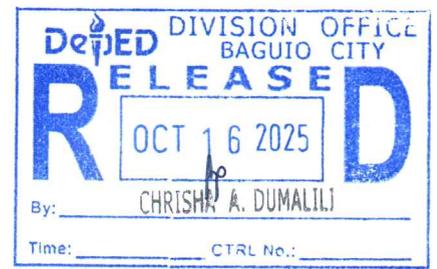




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 16, 2025

DIVISION MEMORANDUM

No.: 663-2025

**ATTENDANCE TO THE CONDUCT OF CAPACITY DEVELOPMENT ON SCHOOL
SITE DOCUMENTATION AND TITLING**

To: Public Schools District Supervisors
Public Secondary and Elementary School Heads
Legal Office Personnel
All Others Concerned

1. Relative to Division Memorandum No. 605, s. 2025, titled "*Conduct of Capacity Development on School Site Documentation and Titling*," the School Site Office, through the Legal Offices of SDO Benguet and SDO Baguio, will conduct the **Capacity Development on School Site Documentation and Titling** on **October 20–21, 2025** (Batch 1 / within BLISTT Area) at **Venus Parkview Hotel, Baguio City**.
2. The activity aims to **equip school leaders and personnel with the knowledge, skills, and tools** necessary for the proper documentation and titling of school sites.
3. The program will run for two days and will feature speakers from various government agencies involved in land titling and property documentation, including the DENR, DAR, NCIP, BIR, LRA (Registry of Deeds), and the Assessor's Office.
4. All participants are required to be in the **main hall by 8:00 a.m.** for the formal opening of the program.
5. This Memorandum shall serve as the **Authority to Travel on Official Business** for all identified participants, Learning Managers, Program Management Team members, and Resource Speakers.
6. Please see attached enclosures for reference:
Enclosure 1: List of Resource speakers and Program Management Team:
Enclosure 2. List of Participants
Enclosure 3: Program of Activities



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7. Immediate and wide dissemination of this memorandum is desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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ENCLOSURE 1. List of Resource Speakers and Facilitators

A. RESOURCE SPEAKERS			
NO.	NAME	POSITION	Office
1	Engr. Ma. Rowena M. Camcam	Geodetic Engineer	DENR-CAR
2	Representative		DENR PENRO/CENRO
3	Representative		DAR PO - Benguet
4	Representative		NCIP CAR
5	Claire M. Regala, CPA	Revenue Officer	BIR Benguet
6	Claire A. Agno, CPA	Revenue Officer	
7	Jaqueline L. Arellano, CPA	Revenue Officer	
8	Helen F. Basali, CPA	Revenue Officer	
9	Jessa G. Rebaldo, CPA	Revenue Officer	
10	Mr. Caesar L. Onoza	Assistant City Assessor	Baguio City Assessors' Office
11	Ms. Jasmindesa Y. Siddayao	Admin Officer V	
12	Atty. Marcelli T. Merino	Acting Register of Deeds	ROD Benguet

B. Program Management Team	
OVERALL MANAGEMENT	Atty. Nover B. Singangan, Jr Atty. Annette L. Doyaoen
OVERALL- HRD	XYLENE GRAIL D. KINOMIS ARNEL BILLY G. LIM
OVERALL-M&E	CORAZON C. QUIPOT JOVEN B. AGTANI
Members (Facilitators, Documenter, M&E, Inspectorate & Welfare):	
Sonny Henes P. Oclay Technical Assistant IV	Karen P. Bumakil Technical Assistant II
Elmer P. Lalong Technical Assistant II	Alyssa Ashley S. Suarez Technical Assistant II
Moshe P. Dacmeg Technical Assistant II	Annalyn J. Jose Administrative Assistant III
INSPECTORATE	Benguet Division Inspectorate Team



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ENCLOSURE 2. LIST OF PARTICIPANTS

BAGUIO CITY (BATCH 1)			
#	Name of School	Name of Participant	Position
1	Adiwang Integrated School	LILYBETH B. BALUOC	Principal II
2	Aguinaldo Elementary School	HELEN CULALING ACOP	School Head
3	Alfonso Tabora Elementary School	Gloria A. Catiyan	School Head
4	Apolinario Mabini Elementary School	Wilma S. Biteng	School Head
5	Baguio Central School	Jack T. Caya-os	School Head
6	Baguio City National High School	Whitney A. Dawayen	Principal
7	Baguio City National Science High School	Lucia T. Casim	Principal
8	Baguio City SPED Center	Rommel L. Manzano	Principal III
9	Baguio Country Club Village Elementary School	Jane L. Adolfo	Principal
10	Bakakeng Elementary School	JIMMY B. GARCIA JR	School Head
11	Bakakeng National High School	ROSALIA A. OCYADEN	School Head
12	Bonifacio Elementary School	JULIET R. MAMARIL	School Head
13	Brookspoint Elementary School	Marlyn D. Lucas	School Head
14	Camp 7 Elementary School	ESTER HYDIE L. PUCDIHON	PRINCIPAL III
15	Crystal Cave Integrated School	JULIA A. BILIGAN	SP2
16	Dominican Mirador Elementary School	Zenaida L. Kunayon	Principal I
17	Dominican Mirador National High School	Sherwin L. Fernando	Principal I
18	Don Mariano Marcos Elementary School	ALONA C. ESTIGO	MT1-TIC
19	Doña Aurora Elementary School	ESTRELLA B. BULAY	P1
20	Dona Aurora H. Bueno Elementary School	FLORIDA F. CAEL	P1
21	Dona Aurora National High school	RIONA B. COPILING	SP1
22	Doña Nicasia J. Puyat Elementary School	OCTAVIA M. PEDRO	Principal II
23	Dontogan Elementary School	Jacqueline L. Fianza	SPII
24	Elpidio R. Quirino Elementary School	JOSEPH A. ESTIGOY	SPIV
25	Fairview Elementary School	Freda B. Dayog	SPI
26	Fort del Pilar Elementary School	Remedios P. Quino	SP IV
27	Fort del Pilar National High School	Salome C. Fangkingan	School head
28	Gibraltar Elementary School	Gemma N. Lomboy	SP3
29	Guisad Valley National High School	Edward C. Vicente	School head
30	Happy Hollow Elementary School	Agnes P. Lomas-e	School Head
31	Happy Hollow National High School	Janet B. Pascua	School Head
32	Hillside National High School	Benjie-Melchor L. Nicolas	School Head
33	Holy Ghost Extension Elementary School	Decky M. Beloken	School Head
34	Irisan Elementary School	Jeffrey F. Aliga	School Head
35	Irisan National High School	Grace M. Domingo	School head
36	Joaquin Smith National High School	Jesusa R. Yadao	Principal I
37	Jose P. Laurel Elementary School	Jerry D. Walsiyen	School Head



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38	Kias Elementary School	Nickcarter C. Gonzalo Jr.	School Head
39	Lindawan Elementary School	Pamela S. Andulan	School Principal
40	Lindawan National High School	CRISTOPHER P. DANGLOSE	School Head
41	Liteng Extension Elementary School	Warren I. Ngayawon	Head Teacher I
42	Loakan Elementary School	Lea Marie B. Laureano	AO II
43	Lucban Integrated School	FELTO P. AGPAWA	Principal II
44	Magsaysay Elementary School	Jeannette T. Lacana	School Head
45	Magsaysay National High School	MARILOU T. GOMEYAC	SCHOOL HEAD
46	Manuel A. Roxas Elementary School	TEODORA B. BOTIS	School Principal II
47	Manuel L. Quezon Elementary School	HERMOSO P. BUNNOL	School Principal I
48	Mil-an National High School	Jane Marie M. Ngolab	School Head
49	Pacday Quinio Elementary School	ANNIE LAURIE W. BISQUERA	SCHOOL HEAD
50	Pinget Elementary School	ALICE B. MASIDONG	SCHOOL HEAD
51	Pinget National High School	JOHNNY A. KIDIAN	SCHOOL HEAD
52	Pinsao Elementary School	MARIE D. SILLATOC	School Principal II
53	Pinsao National High School	Christopher D. Basing-at	School Head
54	Quezon Hill Elementary School	MARIA O. PALSI	School Head
55	Quezon Hill National High School	Marjorie A. Sumakey	Principal I
56	Quirino Hill Elementary School	BEVERLY S. BUSAING	AO II
57	Rizal Elementary School	Sharon Christianie R. Castillo	School Principal III
58	Rizal National High School	Marcial L. Lami-ing	School Head
59	Roxas National High School	Victor A. Fernandez	School Head
60	San Carlos Heights Elementary School	Lourdes B.Lomas-e	OIC,School Head
61	San Luis Elementary School	Genar P. Tacay	School Head
62	San Vicente Elementary School	Lillie Addag-Vinluan	School Head
63	San Vicente National High School	Maria Joan D. Andayan	School Head
64	Springhills Elementary School	Randy P. Cayat	School Head
65	Sto. Tomas Elementary School	LEONILA C. CATUNGAL	School Head
66	Sto. Tomas National High School	Jason Pascaden	School Head

BENGUET (BATCH 1)

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Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph

DepEd Tayo Baguio City

<https://depedpines.com>



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ENCLOSURE 3: 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-Baguio 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 Baguio 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	



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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	Baguio City Assessor's Office Presentation and Open Forum	Baguio 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-Baguio City- Legal Officer