



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 17, 2024

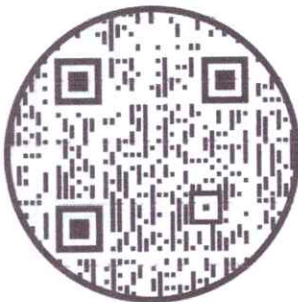
**REGIONAL MEMORANDUM**


No. **453** s. 2024

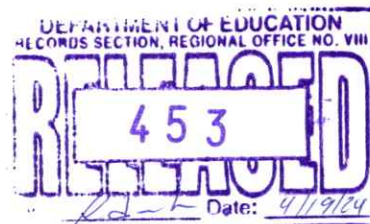
**SEMINAR ON THE PROCEDURE IN SCHOOL SITE ACQUISITION AND DOCUMENTATION (REGISTRATION AND TITLING)**

To: Schools Division Superintendents  
Division Legal Officer/Designate  
Division Engineers  
All Others Concerned

1. Attached is Memorandum **OULLA-2024-564**, dated April 15, 2024, from the Office of the Undersecretary for Legal and Legislative Affairs, relative to the Seminar on the Procedure in School Site Acquisition and Documentation (Registration and Titling) to be held at **Cebu City on May 14-17, 2024**.
2. Participants in the said activity are the Regional and Division Attorneys, Engineers, or Focal Persons on school sites. Representatives must register on or before **April 19, 2024** by scanning the QR Code below.
3. Immediate dissemination of and compliance with this Memorandum are desired.



  
**RONELO AL. K. FIRMO**  
Director III  
Officer-in-Charge  
Office of the Regional Director



Enclosures: Memorandum  
References: None

To be indicated in the Perpetual Index under the following subjects:

**School Site Titling**

**Registration And Titling**

ORD-LU-MJSC



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
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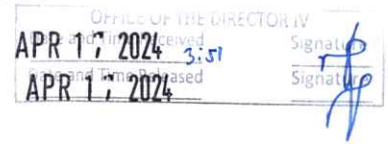


Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS



**MEMORANDUM**  
OULLA-2024-564



**TO :** ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENT

**FROM :** *M. Romero*  
ATTY. OMAR V. ROMERO  
Undersecretary for Legal and Legislative Affairs

*Christian E. Rivero*  
**ATTY. CHRISTIAN E. RIVERO**  
Director IV  
Supervising Director, Sites Titling Office  
Office of the Undersecretary for Legal and Legislative Affairs

**SUBJECT :** SEMINAR ON THE PROCEDURES IN SCHOOL SITE ACQUISITION AND DOCUMENTATION (REGISTRATION AND TITLING)

**DATE :** APR 15 2024

The Sites Titling Office (STO), which is under the Office of the Undersecretary for Legal and Legislative Affairs, is preparing to host a series of seminars on "Procedures in School Site Acquisition and Documentation (Registration and Titling)."

The goal of these seminars is to provide insights into various procedures related to school site titling, updates on laws and jurisprudence, and processes for special patent and presidential proclamation, donation, and usufruct agreements. It will also serve as a platform for discussions and issues related to public school land ownership.

To promote effective learning and encourage interaction, the seminar will be divided into four clusters. The schedule and location for each cluster are as follows:

CLUSTER	Dates	Location
<b>CLUSTER I - MINDANAO</b> (Regions 10, 11, 12, CARAGA)	April 23-26, 2024	Crown Regency Residences, Davao City
<b>CLUSTER II - VISAYAS</b> (Regions 6, 7, 8, 9)	May 14-17, 2024	Within Cebu City

<b>CLUSTER III – LUZON 1</b> (Regions 1, 2, 3, CAR)	May 28-31, 2024	Within PAMPANGA <i>Jan</i>
<b>CLUSTER IV – LUZON 2</b> (Regions 4A, 4B, 5, NCR)	June 18-21, 2024	Within Cavite

Each Regional Office and Division Office is allowed to nominate up to two representatives from the following personnel:

- Regional and Division Attorneys
- Regional and Division Engineers
- Focal person on school sites

Participants' travel and incidental expenses will be covered by their respective local funds. Participants must register online at <https://forms.office.com/r/tR7uCKnFsc> or via the attached form, which can be emailed to [st@deped.gov.ph](mailto:st@deped.gov.ph) by April 19, 2024. Please be aware that only registered participants will be accommodated.

For further details or information, please contact Ms. Hayanie A. Taher at (02) 8637-3743 or via email at [st@deped.gov.ph](mailto:st@deped.gov.ph).

*JWL*

For compliance.