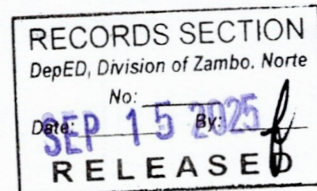




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

September 15, 2025

Division Memorandum
No. 441 s., 2025

**CAPACITY BUILDING ON SCHOOL LEGAL OWNERSHIP, DOCUMENTATION,
AND TITLING PROCEDURES**

To: Public Schools District Supervisors
School Heads
All Others Concerned

1. In line with the Department of Education's thrust to ensure that all public schools are situated on secured and legally owned sites, the **Sites Titling Office** will conduct a **Capacity Building on School Legal Ownership, Documentation, and Titling Procedures**.
2. Public Schools District Supervisors are hereby directed to identify and endorse five (5) schools within their respective districts, each to be represented by only one (1) participant, giving priority to those with the most pressing and significant issues concerning site ownership and titling. Please submit the names of the participants on or before October 1, 2025 through this link: <https://forms.gle/YLUz1bE7ZCiRxEZa7>.
3. The activity is scheduled as follows:
 - **Date:** November 4-7, 2025
 - **Venue:** Manuel Resort, Piñan, Zamboanga del Norte
4. The objectives of this capacity building are to:
 - Equip school leaders with knowledge on legal ownership and titling procedures;
 - Address issues and challenges encountered in land documentation; and
 - Provide updates on policies and processes related to school titling.
5. Participants are expected to check in at the venue on November 3, 2025 at 2:00PM. Dinner will be provided upon arrival. Meals and accommodation are included.
6. Travel and other incidental expenses shall be charged against local funds or other available sources, subject to the usual accounting and auditing rules and regulations.
7. For queries and clarifications, you may contact Engr. Joey Stephen Z. Gesulga – Technical Assistant IV at 09459801777.
8. For information, guidance and immediate dissemination.

MAJARANI M. JACINTO, EdD, CESO V
Schools Division Superintendent

LU/ST/mamb/ Capacity Building on School Legal Ownership, Documentation, and Titling Procedures

001-09152025



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