



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division OF Negros Oriental

RELEASED
 NO: 024.1113
 DATE: 08 MAY 2024
 BY: G
 RECORD SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL		
Region: VII BUREAU/DIVISION/SCHOOL: DepEd Negros Oriental		
<table border="1"> <tr> <td style="text-align: center;">CONTROL NO. 0311</td> </tr> </table>		CONTROL NO. 0311
CONTROL NO. 0311		
Date of Filing	May 2, 2024	
NAME	ATTY. MARJORIE D. PORCINA ENGR. PHILIP C. TUBOG	
Permanent Station	SDO Division Office	
Purpose of Travel (must be supported by attachments)	To attend the seminar on the procedure in School Site Acquisition and Documentation (Registration and Titling)	
Host of Activity	DepEd Regional Office	
Inclusive Dates (Inclusive of Travel Time)	May 14-17, 2024	
Destination	Hotel Fortuna Cebu City	
Fund Source (Pap Code/...)	The expenses for the meals and accommodation of the participants will be borne by STO, while Travel and other Incidental Expenses will be charged to local funds, subject to the usual accounting and auditing rules and regulations.	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p>		
<p>MARJORIE D. PORCINA - ATTORNEY 5/2/2024 Name and Signature of Requesting Employee Date</p>		
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p>		
<p>EDUARDO SEDILLO - ATTORNEY 5/2/2024 Name and Signature of Recommending Authority Date</p>		
<p>APPROVED</p>		
<p>NERI C. OJASTRO EdD, CESO V 5/02/2024 Schools Division Superintendent Date</p>		



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

25 APR 2024

REGIONAL MEMORANDUM

No. **367** s. 2024

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

To: Schools Division Superintendents
Division Lawyers/Legal Officers
All Others Concerned

1. The Sites Titling Office (STO) will be hosting a Seminar on "Procedures in School Site Acquisition and Documentation (Registration and Titling).
2. The Seminar will be divided into four clusters. As for Cluster II-Visayas, it will be on May ~~14-17~~ 2024 within Cebu City. The exact venue will be announced later.
3. Each Division Office is allowed to nominate up to two representatives from the following personnel:
 - a) Division Attorney
 - b) Division Engineer
 - c) Focal person on School Sites
4. The Regional Representatives are as follows:
 - a) Atty. Glory Jane Alegado - Attorney III
 - b) Engr. Noime Guillen - Regional Engineer
5. The expenses for the meals and accommodation of the participants will be borne by STO, while Travel and other Incidental Expenses will be charged to local funds, subject to the usual accounting and auditing rules and regulations. Participants must register online. For more details, see attached communication from the Central Office.
6. Immediate dissemination of and compliance with this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/TYA/LAU/LEB/jhm



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

region7.deped.gov.ph



Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2024- *164*

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

APR 15 2024

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

4:20 PM

[Signature]
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
CLUSTER I - MINDANAO (Regions 10, 11, 12, CARAGA)	April 23-26, 2024	Crown Regency Residences, Davao City
CLUSTER II - VISAYAS (Regions 6, 7, 8, 9)	May 14-17, 2024	Within Cebu City

CLUSTER III – LUZON 1 (Regions 1, 2, 3, CAR)	May 28-31, 2024	Within PAMPANGA <i>JW</i>
CLUSTER IV – LUZON 2 (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 sto@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 sto@deped.gov.ph.

JWL

For compliance.