



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

27 October 2021

DIVISION MEMORANDUM
 DM No. 830, s. 2021

**CREATION OF TECHNICAL WORKING GROUP
 FOR SCHOOL SITE TITLING AND OWNERSHIP**

To: OIC –Assistant Schools Division Superintendents
 SGOD Chief, SGOD Education Program Supervisor
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office through the School Governance and Operations Division seeks to facilitate the processing of the transfer of school site ownership in favor of the public schools under the Department of Education.
2. To strengthen this school site titling initiative, the following personnel are designated as members of the Division School Titling Committee and Technical Working Group for school site titling and ownership:


Division School Titling Committee	
Chairperson	Raul A. Agaran – Education Program Supervisor, SGOD
Vice-Chairperson	Atty. Rexcia Baldeo – Legal Officer/ Attorney III
Secretariat	Carleen Aguila – Legal Assistant I
Technical Working Group	
TWG Team Leader	Allan Data - Canda NHS, Sariaya, Quezon
TWG Vice Team Leader	Sarah Mendoza - Paaralang Elementarya ng MAKA, Lucban, Quezon
TWG Team Members	Ramil Gonda - Punta Elementary School, San Narciso, Quezon
	Elpidio Javier - Sto. Domingo NHS, Calauag, Quezon
	Janet Suaverdez -Polillo NHS, Polillo, Quezon
	Luningning Mendoza - Talipan NHS, Pagbilao, Quezon
	Lorena Avellaneda, Angelo Elementary School, General Nakar, Quezon
TWG Members	Meriam Dirain - Villarica Elementary School, General Luna, Quezon
	Elmer Lozada - Lucban, Quezon
	Caridad Grimaldo – PSDS, Mulanay, Quezon

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph


 DEPED - QUEZON
 ICT UNIT
UPLOADED
 Date/Time: 10/29/21
 by: Ramil
 Ref: DM 830-21



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

	Anabelle Razona – San Miguel Dao ES, Lopez, Quezon
	Mildred S. Villamor – Balaybalay Elementary School Mauban North, Quezon

3. Kindly be guided by the following terms of reference:

Chairperson SGOD Secretariat	1. Provides technical assistance in the evaluation and submission of the required documents for school titling to the Department of Education
	2. Guides the school heads in the processing of transfer of title with other government agencies such as BIR, Land Registration Authorities, DENR/CENRO, etal.
	3. Monitors the status of school site ownership per district.
	4. Conducts joint ocular inspection with the Education Facilities Section
Vice Chairperson Legal Unit	1. Reviews legal documents such as Deed of Donation, Deed of Sale, Usufruct Agreement etal. 2. Provides technical assistance on legal concerns such as land title disputes, encroachment issues, ejection cases, etal.
Technical Working Group	1. Assists the Division School Titling Committee in guiding the field in the processing of transfer of title with other government agencies such as BIR, Land Registration Authorities, DENR/CENRO, etal.

4. The Division School Titling Committee and Technical Working Group shall attend a virtual conference meeting via Zoom on November 3, 2021, 10:00 AM, with Meeting ID: 938 3911 7567 and Passcode: CF11jN.
5. Immediate and widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

sgodcda10/27/2021

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph