

Republic of the Philippines

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

27 October 2021

DIVISION MEMORANDUM DM No. <u>130</u>, 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

- 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 Com | |
|-----------------------------|--|
| 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 - Villlarica Elementary School, General Luna, Quezon |
| | Elmer Lozada - Lucban, Quezon |
| | Caridad Grimaldo - PSDS, Mulanay, Quezon |

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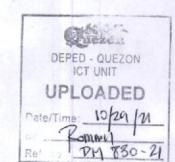


"Creating Possibilities, Inspiring Innovations"

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| 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 | Provides technical assistance in the evaluation and submission of the required documents for school titling to the Department of Education | |
|--------------------------------|--|--|
| Secretariat | 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. | |
| | Monitors the status of school site ownership per district. | |
| | 4. Conducts joint ocular inspection with the Education Facilities Section | |
| Vice Chairperson Legal Unit | 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, ejectment cases, etal. | |
| Technical Working Group | | |

- 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

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