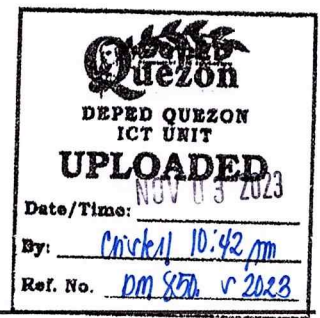




Republic of the Philippines
Department of Education
 Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



26 October 2023

DIVISION MEMORANDUM

DM No. 850, s. 2023

RECONSTITUTION OF THE DIVISION COMMITTEE AND TECHNICAL WORKING GROUP (TWG) ON SCHOOL SITE TITLING

To: Assistant Schools Division Superintendents
 Division Chiefs
 Division School Site Committee and TWG Members
 Elementary and Secondary School Heads
 Division School Site Titling Committee Members and TWG
 All Others Concerned

1. With reference to **Division Memorandum No. 830, s. 2021**, titled **Creation of Technical Working Group for School Site Titling and Ownership**, please let it be known to all that the Division Committee on School Site Titling is hereby reconstituted, effective immediately as follows:

ASDS HERBERT D. PEREZ	Adviser/Consultant
Chief ELIZABETH M. DE VILLA	Co-Adviser/Co-Consultant
Engr. RAMIR O. ARBOLENTE	Process Owner/Focal
Atty. REXCIA MARIA B. BALDEO	Co-Focal
EPS RAUL R. AGARAN	TWG Lead
CARLEEN D. AGUILA	Secretariat
DANICA J. DELA CRUZ	Secretariat

2. Relatively, the **Technical Working Group (TWG)** members remain as is and are presented as follows:

<u>Name of TWG Member</u>	<u>School</u>	<u>Municipality</u>
1. Janet M. Suaverdez	Polilio NHS	Polillo
2. Elmer V. Lozada	May-it Manasa ES	Lucban
3. Luningning R. Mendoza	Talipan NHS	Pagbilao
4. Mildred S. Villamayor	Malay-Balay ES	Mauban
5. Allan E. Data	Malinao Ilaya NHS	Atimonan
6. Sarah O. Mendoza	PEL ng MAKA	Lucban

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<u>Name of TWG Member</u>	<u>School</u>	<u>Municipality</u>
7. Rosalie R. Abcede	PEL 7	Lucban
8. Meriam Dirain	Villa Rica ES	Gen. Luna
9. Caridad C. Grimaldo	PSDS-Atimonan	Atimonan
10. Felix M. Alegre	San Andres NHS	San Andres
11. Ramil M. Gonda	Punta ES	San Narciso
12. Anabella V. Razona	San Miguel Dao I ES	Lopez
13. Marilou T. Bañal	San Isidro NHS	Gen. Luna
14. Elpido S. Javier	Sto. Domingo NHS	Calauag

3. The Committee, as stated in the Division Memorandum No. 830, s. 2021 has the following responsibilities.
- A. *Leads the strategic direction of the management of school sites and titling in the Division;*
 - B. *Conducts consultative and coordination meeting with the members of the Technical Working Group (TWG);*
 - C. *Provides legal and technical assistance to schools and learning centers concerning the process of land transfer and availability of funds;*
 - D. *Performs onsite inspection of the school site for a more accurate assessment of needs and efficient provision of technical assistance and support; and*
 - E. *Ensures monitoring of fund utilization.*
4. Moreover, the TWG members assist the committee on the above-stated responsibilities.
5. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



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