



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Building Sudlon , Lahug ,Cebu City



November 25, 2019

DIVISION MEMORANDUM

No. 749, s. 2019

SEMINAR-WORKSHOP ON SCHOOL SITES AND TITLING FOR SCHOOL HEADS

To: **Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Elementary & Secondary School Heads
And All Others Concerned**

1. This Office announces the conduct of the **"Two - day Seminar - Workshop on School Sites and Titling for School Heads"** on **November 28 - 29, 2019** (Thursday-Friday) at DepEd Ecotech Center (Kamagong), Sudlon, Lahug, Cebu City.
2. This Seminar-Workshop activity aims to:
 - 2.1. identify their roles, duties and responsibilities in relation to the protection of school sites and registration of the same for titling purposes;
 - 2.2. be familiar of the salient provisions the School Sites and Titling Laws and other laws related to it, in order for them to be capacitated and be aware of their rights as school administrators and resolve school site issues;
 - 2.3. enumerate the procedures for special patents titling and have a mastery of it.
3. Participants are the following:
 - 3.1. One (1) School Head from Elementary (preferably a Central School Principal)
 - 3.2. One (1) School Head from Secondary (big school)
4. Districts on the list below has an expected participants of
 - 4.1. Two (2) School Heads from Elementary
 - 4.1. One (1) School Head from Secondary (big school)

Lilo-an	Minglanilla 1
Consolacion	Minglanilla 2
Compostela	Argao 1
Balamban 1	Argao 2
Balamban 2	Dalaguete 1
San Remigio 1	Barili 1
San Remigio 2	Barili 2

5. The Medical Section/Nurse Section c/o Dr. Virgilio C. Tantuico/ Asterteie A. Bernales is also hereby directed to assign at least one (1) nurse at the training venue during the two-day activity.

6. Participants from Bantayan and Camotes Islands Members of the Program Management Team/Training Support Staff are given **Day Zero** (November 27, 2019 – with dinner) for the ocular inspection as well as for the preparation of materials to be used for the said activity. Expenses such as, venue, accommodation and as well as their breakfast on the following day shall be charged against **Division HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

7. The said training-workshop is on **live-in/stay-in arrangement**. Travel and other incidental expenses of the participants shall be charged against **Schools' MOOE/Local Funds**. The first meal will be breakfast on Day 1/November 28th and the last meal/snack will be served at 2:45 PM on Day 2/November 29th (no dinner). Expenses such as, venue, accommodation, meals and snacks of the participants as well as the training materials/tarp shall be charged against Division **HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

8. This Memorandum serves as **Authority to Travel** of the participants, speakers and the members of the training team.

9. Wide dissemination of and strict compliance of this Memorandum is desired.


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Schools Division Superintendent



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