



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

DIVISION MEMORANDUM

No. 300

To: Elementary and Secondary School Heads
Administrative Officers
All Others Concerned

From: 
JOSE L. DONCILLO, CESO V
Schools Division Superintendent

Subject: **TWO-DAY CAPACITY DEVELOPMENT TRAINING ON SECURING
LAND TITLES FOR PUBLIC SCHOOL SITES**

Date: October 13, 2025

1. The Sites Titling Office, through the Schools Division of Sorsogon, will facilitate a two-day Capacity Development Training on Land Titling in six (6) batches. The venue will be announced at a later date and is expected to be within Sorsogon City. The training will follow the schedule below:

Batch 1: November 3-5, 2025
Batch 2: November 5-7, 2025
Batch 3: November 10-12, 2025
Batch 4: November 12-14, 2025
Batch 5: November 17-19, 2025
Batch 6: November 19-21, 2025

Each batch will follow a three-day arrangement with the following schedule:

- **Day 0:** Arrival and registration starts at 2:00 PM. Participants must confirm during registration if they will avail themselves of the provided accommodation.
- **Days 1-2:** Full training sessions from 8:00 AM to 5:00 PM.

2. This activity aims to:

- a. Enhance the participants' understanding of land titling processes and requirements, as part of our continuing efforts to secure and formalize the ownership of school properties
- b. Gather and consolidate school property ownership documents in support of ongoing land titling efforts.



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3. Each school is required to send only one (1) representative — either the School Head or the Administrative Officer (AO).
4. Each representative must bring all available documents related to school property ownership, such as:
 - Tax Declarations (required)
 - Land Titles (if available)
 - Deeds of Donation or Sale
 - School Site Plans/Maps
 - Any other relevant land-related documents

In case the school does not have a Tax Declaration on file, the representative must secure a copy from the Assessor's Office. Additionally, representatives from each school are required to study their school property thoroughly so they can raise concerns related to land ownership and titling during the training.

5. Meals and accommodation will be provided for all participants, including lodging and complete meals (AM and PM snacks, lunch, and dinner) for the two-day training, while travel and incidental expenses shall be charged to Local Funds/MOOE.
6. Please refer to Annex A for the list of schools by batch. Participants are directed to access the QR code or link provided below to complete the Online Registration Form for the said activity.



LINK: <https://bit.ly/DepEdSTO>

7. For information and dissemination.



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ANNEX A – Training Schedule and List of Schools

Batch 1

Registration: November 3, 2025 (2:00 PM)

Training: November 4-5, 2025

List of included schools

CASIGURAN	
1	CAGDAGAT ELEMENTARY SCHOOL
2	GOGON ELEMENTARY SCHOOL
3	INLAGADIAN ELEMENTARY SCHOOL
4	STA. CRUZ ELEMENTARY SCHOOL
5	TIGBAO ELEMENTARY SCHOOL
6	DEL CARMEN NATIONAL HIGH SCHOOL
7	SAN JUAN NATIONAL HIGH SCHOOL
CASTILLA EAST	
8	BAGONG-SIRANG ELEMENTARY SCHOOL
9	BOGNA ELEMENTARY SCHOOL
10	CASTILLA EAST CENTRAL SCHOOL
11	COGON ELEMENTARY SCHOOL
12	DANCALAN ELEMENTARY SCHOOL
13	DULANGAN ELEMENTARY SCHOOL
14	MILAGROSA ELEMENTARY SCHOOL
15	MINANTICAAN ELEMENTARY SCHOOL
16	MONTE CARMELO ELEMENTARY SCHOOL
17	ORAS ELEMENTARY SCHOOL
18	SACLAYAN ELEMENTARY SCHOOL
19	SAN ISIDRO ELEMENTARY SCHOOL
20	BAGONG-SIRANG NATIONAL HIGH SCHOOL
21	MILAGROSA NATIONAL HIGH SCHOOL
22	ORAS NATIONAL HIGH SCHOOL
CASTILLA WEST	
23	AMOMONTING ELEMENTARY SCHOOL
24	BUENAVISTA ELEMENTARY SCHOOL
25	BURABOD ELEMENTARY SCHOOL
26	CABURACAN ELEMENTARY SCHOOL
27	CUMADCAD CENTRAL SCHOOL
28	DINAPA ELEMENTARY SCHOOL
29	LORETO ELEMENTARY SCHOOL
30	MAYPANGI ELEMENTARY SCHOOL
31	MISALAY ELEMENTARY SCHOOL
32	ROSAL ELEMENTARY SCHOOL
33	SAN ROQUE ELEMENTARY SCHOOL
34	STO. NINO ELEMENTARY SCHOOL
35	BUENAVISTA NATIONAL HIGH SCHOOL



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36	DINAPA NATIONAL HIGH SCHOOL
37	MACALAYA NATIONAL HIGH SCHOOL
38	QUIRAPI INTEGRATED SCHOOL
DONSOL EAST	
39	ALIN ELEMENTARY SCHOOL
40	BANUANG GURANG ELEMENTARY SCHOOL

Batch 2

Registration: November 5, 2025 (2:00 PM)

Training: November 6-7, 2025

List of included schools

Donsol East	
1	BAYAWAS ELEMENTARY SCHOOL
2	DE VERA ELEMENTARY SCHOOL
3	DONSOL EAST CENTRAL SCHOOL
4	GOGON ELEMENTARY SCHOOL
5	NAGALON ELEMENTARY SCHOOL
6	SAN RAMON ELEMENTARY SCHOOL
7	SAN VICENTE ELEMENTARY SCHOOL
8	SEVILLA ELEMENTARY SCHOOL
9	TONGDOL ELEMENTARY SCHOOL
10	TRES MARIA ELEMENTARY SCHOOL
11	BANUANG GURANG NATIONAL HIGH SCHOOL
12	DONSOL NATIONAL COMPREHENSIVE HIGH SCHOOL - MAIN
13	TONGDOL INTEGRATED SCHOOL
DONSOL WEST	
14	CABUGAO ELEMENTARY SCHOOL
15	DONSOL WEST CENTRAL SCHOOL
16	JUAN ANDRE ELEMENTARY SCHOOL
17	MALAPOC ELEMENTARY SCHOOL
18	MALINAO ELEMENTARY SCHOOL
19	OLD MAGUISA ELEMENTARY SCHOOL
20	ORANGE ELEMENTARY SCHOOL
21	PANGPANG ELEMENTARY SCHOOL
22	PAWALA ELEMENTARY SCHOOL
23	PINAMANAAN ELEMENTARY SCHOOL
24	SAN FRANCISCO ELEMENTARY SCHOOL
25	SAN JOSE ELEMENTARY SCHOOL
26	SAN RAFAEL ELEMENTARY SCHOOL
27	SIBAGO ELEMENTARY SCHOOL
28	STA. CRUZ ELEMENTARY SCHOOL
29	SUGUIAN ELEMENTARY SCHOOL



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30	TAGBAC ELEMENTARY SCHOOL
31	TINANOGAN ELEMENTARY SCHOOL
32	CABUGAO NATIONAL HIGH SCHOOL
33	DONSOL VOCATIONAL HIGH SCHOOL - GIMAGAAN
34	DONSOL VOCATIONAL HIGH SCHOOL - MAIN
35	DONSOL NATIONAL COMPREHENSIVE HIGH SCHOOL - STA. CRUZ
PILAR I	
36	ABAS ELEMENTARY SCHOOL
37	BANUYO ELEMENTARY SCHOOL
38	BINANUAHAN ELEMENTARY SCHOOL
39	GINABLAN ELEMENTARY SCHOOL
40	INAPUGAN ELEMENTARY SCHOOL

BATCH 3

REGISTRATION: NOVEMBER 10, 2025 (2:00 PM)

TRAINING: NOVEMBER 11-12, 2025

LIST OF INCLUDED SCHOOLS

PILAR I	
1	MABANATE ELEMENTARY SCHOOL
2	MARIFOSQUE ELEMENTARY SCHOOL
3	PALAYPAY ELEMENTARY SCHOOL
4	SAN RAFAEL ELEMENTARY SCHOOL
5	TINAGO ELEMENTARY SCHOOL
6	TINGCO ELEMENTARY SCHOOL
7	PILAR NATIONAL COMPREHENSIVE HIGH SCHOOL
PILAR II	
8	BAYASONG ELEMENTARY SCHOOL
9	BAYAWAS ELEMENTARY SCHOOL
10	CAGBACONG ELEMENTARY SCHOOL
11	CAGDONGON ELEMENTARY SCHOOL
12	CABIGUAN ELEMENTARY SCHOOL
13	CATAMLANGAN ELEMENTARY SCHOOL
14	COMAPO-CAPO ELEMENTARY SCHOOL
15	INANG ELEMENTARY SCHOOL
16	LOURDES ELEMENTARY SCHOOL
17	MALBOG ELEMENTARY SCHOOL
18	MILLABAS ELEMENTARY SCHOOL
19	NASPI ELEMENTARY SCHOOL
20	PINAGSALOG ELEMENTARY SCHOOL
21	PUDO ELEMENTARY SCHOOL
22	SACNANGAN ELEMENTARY SCHOOL
23	SAN JOSE ELEMENTARY SCHOOL



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24	ABUCAY NATIONAL HIGH SCHOOL
25	MANUEL T. SIA MEMORIAL HIGH SCHOOL
26	SALVACION NATIONAL HIGH SCHOOL
MAGALLANES NORTH	
27	ANIBONG ELEMENTARY SCHOOL
28	BEHIA ELEMENTARY SCHOOL
29	BIGA ELEMENTARY SCHOOL
30	CAGBOLO ELEMENTARY SCHOOL
31	DONA OLIMPIA DE CASTRO MELLA ELEMENTARY SCHOOL
32	PILI ELEMENTARY SCHOOL
33	STA. ELENA ELEMENTARY SCHOOL
34	STA. LOURDES ELEMENTARY SCHOOL
35	MAGALLANES NATIONAL HIGH SCHOOL
36	MAGALLANES NATIONAL VOCATIONAL HIGH SCHOOL
MAGALLANES SOUTH	
37	BUSAY ELEMENTARY SCHOOL
38	EDUARDO LEE CHAN MEMORIAL SCHOOL
BARCELONA	
39	BADANG ELEMENTARY SCHOOL
40	BAGACAY ELEMENTARY SCHOOL

BATCH 4

REGISTRATION: NOVEMBER 12, 2025 (2:00 PM)

TRAINING: NOVEMBER 13-14, 2025

LIST OF INCLUDED SCHOOLS

BARCELONA	
1	MAPAPAC ELEMENTARY SCHOOL
2	OLANDIA ELEMENTARY SCHOOL
3	SAN ANTONIO ELEMENTARY SCHOOL
4	STA. CRUZ ELEMENTARY SCHOOL
5	SAN ANTONIO NATIONAL HIGH SCHOOL
BULAN I	
6	DANAO ELEMENTARY SCHOOL
7	ANTIPOLO ELEMENTARY SCHOOL
8	BULAN NORTH CENTRAL SCHOOL A
9	CADANDANAN ELEMENTARY SCHOOL
10	COCOK-CABITAN ELEMENTARY SCHOOL
11	E. QUIRINO ELEMENTARY SCHOOL
12	R. GERONA ELEMENTARY SCHOOL
13	SAN FRANCISCO ELEMENTARY SCHOOL
14	SAN JOSE ELEMENTARY SCHOOL



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15	CADANDANAN NATIONAL HIGH SCHOOL
16	BULAN NATIONAL HIGH SCHOOL
17	DANAO NATIONAL HIGH SCHOOL
18	SAN FRANCISCO NATIONAL HIGH SCHOOL
BULAN II	
19	BLISS ELEMENTARY SCHOOL
20	FABRICA ELEMENTARY SCHOOL
21	G. DEL PILAR ELEMENTARY SCHOOL
22	ILAWOD WEST P/S
23	OBRERO ELEMENTARY SCHOOL
24	STA. REMEDIOS ELEMENTARY SCHOOL
25	STA. TERESITA ELEMENTARY SCHOOL
26	SAN ISIDRO NATIONAL HIGH SCHOOL
27	CLG ALCOBA NATIONAL HIGH SCHOOL
28	VALENTINA B. BONCAN NATIONAL HS (GATE NATIONAL HIGH SCHOOL)
BULAN III	
29	ABAD SANTOS ELEMENTARY SCHOOL
30	BEGUIN NATIONAL HIGH SCHOOL
31	CALPI INTEGRATED SCHOOL
BULAN IV	
32	AGUNALDO ELEMENTARY SCHOOL
33	BUNGA ELEMENTARY SCHOOL
34	BUTAG ELEMENTARY SCHOOL
35	J. GERONA ELEMENTARY SCHOOL
36	MARINAB ELEMENTARY SCHOOL
37	OSMEÑA ELEMENTARY SCHOOL
38	QUEZON ELEMENTARY SCHOOL
39	SAGRADA ELEMENTARY SCHOOL
40	SAN RAFAEL ELEMENTARY SCHOOL

BATCH 5

REGISTRATION: NOVEMBER 17, 2025 (2:00 PM)

TRAINING: NOVEMBER 18-19, 2025

LIST OF INCLUDED SCHOOLS

BULAN IV	
1	SIGAD ELEMENTARY SCHOOL
2	TAROMATA I ELEMENTARY SCHOOL
3	TAROMATA II ELEMENTARY SCHOOL
4	BUTAG NATIONAL HIGH SCHOOL
5	QUEZON NATIONAL HIGH SCHOOL
BULUSAN	
6	BAGACAY ELEMENTARY SCHOOL



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7	CAPIRICOHAN ELEMENTARY SCHOOL
8	BUHANG NATIONAL HIGH SCHOOL
9	BULUSAN NATIONAL HIGH SCHOOL
GUBAT NORTH	
10	BAGACAY ELEMENTARY SCHOOL
11	BONIFACIO ELEMENTARY SCHOOL
12	DITA ELEMENTARY SCHOOL
13	GUBAT NORTH C/S
14	NATO ELEMENTARY SCHOOL
15	PACO ELEMENTARY SCHOOL
16	PATAG ELEMENTARY SCHOOL
17	PAYAWIN ELEMENTARY SCHOOL
18	TIRIS ELEMENTARY SCHOOL
GUBAT SOUTH	
19	ARIMAN ELEMENTARY SCHOOL
20	BENTUCO ELEMENTARY SCHOOL
21	BULACAO ELEMENTARY SCHOOL
22	NAZARENO ELEMENTARY SCHOOL
23	BENTUCO NATIONAL HIGH SCHOOL
24	BULACAO NATIONAL HIGH SCHOOL
IROSIN	
25	BENEDICTO F. GABITO ELEMENTARY SCHOOL
26	BLISS ELEMENTARY SCHOOL
27	BULAWAN ELEMENTARY SCHOOL
28	MACAWAYAN ELEMENTARY SCHOOL
29	OMAGOM ELEMENTARY SCHOOL
30	PATAG INTEGRATED SCHOOL
31	SALVACION ELEMENTARY SCHOOL
32	SAN AGUSTIN ELEMENTARY SCHOOL
33	SAN ISIDRO ELEMENTARY SCHOOL
34	SEVERINO E. FORTES ELEMENTARY SCHOOL
35	TINAMPO ELEMENTARY SCHOOL
36	TONGDOL ELEMENTARY SCHOOL
37	GABAO NATIONAL HIGH SCHOOL
38	GALLANOSA NATIONAL HIGH SCHOOL
39	IROSIN NORTH NATIONAL HIGH SCHOOL
JUBAN	
40	BIRIRAN ELEMENTARY SCHOOL

BATCH 6

REGISTRATION: NOVEMBER 19, 2025 (2:00 PM)

TRAINING: NOVEMBER 20-21, 2025

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JUBAN	
1	CATANAGAN ELEMENTARY SCHOOL
2	CATANUSAN ELEMENTARY SCHOOL
3	EMBARCADERO ELEMENTARY SCHOOL
4	MAALO ELEMENTARY SCHOOL
5	PUTING SAPA ELEMENTARY SCHOOL
6	SABLAYAN ELEMENTARY SCHOOL
7	SANGKAYON ELEMENTARY SCHOOL
8	SIPAYA ELEMENTARY SCHOOL
9	TUBLIJON ELEMENTARY SCHOOL
10	BIRIRAN NATIONAL HIGH SCHOOL
11	LAJONG NATIONAL HIGH SCHOOL
12	OLIMPIO A. GUARIN JR. NATIONAL HIGH SCHOOL
13	SABLAYAN HIGH SCHOOL
MATNOG I	
14	BANUANG DAAN ELEMENTARY SCHOOL
15	BON-OT (BIG) ELEMENTARY SCHOOL
16	CALAYUAN ELEMENTARY SCHOOL
17	CALINTAAN INTEGRATED SCHOOL
18	CULASI ELEMENTARY SCHOOL
19	GADGARON ELEMENTARY SCHOOL
20	JOSE FRENCILLO P/S
21	LAJONG ELEMENTARY SCHOOL
22	STA. ISABEL ELEMENTARY SCHOOL
23	TABLAC ELEMENTARY SCHOOL
24	CULASI NATIONAL HIGH SCHOOL
25	SUA HIGH SCHOOL
26	TIONG HEN SO MEMORIAL HIGH SCHOOL
MATNOG II	
27	CABAGAHAN ELEMENTARY SCHOOL
28	CALPI ELEMENTARY SCHOOL
29	GENABLAN OCC. ELEMENTARY SCHOOL
30	LABOY ELEMENTARY SCHOOL
31	MANJUMLAD ELEMENTARY SCHOOL
32	MANURABI ELEMENTARY SCHOOL
33	SINAG-ATAN ELEMENTARY SCHOOL
PRIETO DIAZ	
34	CALAO ELEMENTARY SCHOOL
35	LUPI ELEMENTARY SCHOOL
36	NENITA ONDASAN MEMORIAL SCHOOL
37	SAN RAFAEL INTEGRATED SCHOOL
SANTA MAGDALENA	
38	BILAOYON ELEMENTARY SCHOOL
39	STA. MAGDALENA CENTRAL SCHOOL



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TALAONGA ELEMENTARY SCHOOL