



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

**DIVISION MEMORANDUM**

**No. 300, s. 2025**

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 20, 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 |
| <b>PILAR I</b> |                                                       |
| 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**

|                 |                                          |
|-----------------|------------------------------------------|
| <b>PILAR I</b>  |                                          |
| 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 |
| <b>PILAR II</b> |                                          |
| 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                 |
| <b>MAGALLANES NORTH</b> |                                                |
| 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     |
| <b>MAGALLANES SOUTH</b> |                                                |
| 37                      | BUSAY ELEMENTARY SCHOOL                        |
| 38                      | EDUARDO LEE CHAN MEMORIAL SCHOOL               |
| <b>BARCELONA</b>        |                                                |
| 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**

|                  |                                  |
|------------------|----------------------------------|
| <b>BARCELONA</b> |                                  |
| 1                | MAPAPAC ELEMENTARY SCHOOL        |
| 2                | OLANDIA ELEMENTARY SCHOOL        |
| 3                | SAN ANTONIO ELEMENTARY SCHOOL    |
| 4                | STA. CRUZ ELEMENTARY SCHOOL      |
| 5                | SAN ANTONIO NATIONAL HIGH SCHOOL |
| <b>BULAN I</b>   |                                  |
| 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                          |
| <b>BULAN II</b>  |                                                             |
| 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) |
| <b>BULAN III</b> |                                                             |
| 29               | ABAD SANTOS ELEMENTARY SCHOOL                               |
| 30               | BEGUIN NATIONAL HIGH SCHOOL                                 |
| 31               | CALPI INTEGRATED SCHOOL                                     |
| <b>BULAN IV</b>  |                                                             |
| 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

|                 |                               |
|-----------------|-------------------------------|
| <b>BULAN IV</b> |                               |
| 1               | SIGAD ELEMENTARY SCHOOL       |
| 2               | TAROMATA I ELEMENTARY SCHOOL  |
| 3               | TAROMATA II ELEMENTARY SCHOOL |
| 4               | BUTAG NATIONAL HIGH SCHOOL    |
| 5               | QUEZON NATIONAL HIGH SCHOOL   |
| <b>BULUSAN</b>  |                               |
| 6               | BAGACAY ELEMENTARY SCHOOL     |



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|                    |                                       |
|--------------------|---------------------------------------|
| 7                  | CAPIRICOHAN ELEMENTARY SCHOOL         |
| 8                  | BUHANG NATIONAL HIGH SCHOOL           |
| 9                  | BULUSAN NATIONAL HIGH SCHOOL          |
| <b>GUBAT NORTH</b> |                                       |
| 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               |
| <b>GUBAT SOUTH</b> |                                       |
| 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          |
| <b>IROSIN</b>      |                                       |
| 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     |
| <b>JUBAN</b>       |                                       |
| 40                 | BIRIRAN ELEMENTARY SCHOOL             |

**BATCH 6**  
REGISTRATION: NOVEMBER 19, 2025 (2:00 PM)  
TRAINING: NOVEMBER 20-21, 2025  
LIST OF INCLUDED SCHOOLS



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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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|    |                            |
|----|----------------------------|
| 40 | TALAONGA ELEMENTARY SCHOOL |
|----|----------------------------|