



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

MEMORANDUM

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

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

Subject: **BAYANIHAN SA PAGPAPATITULO NG MGA PAARALAN
(TRAINING WORKSHOP)**

Date: November 12, 2025

1. The Schools Division Office of Sorsogon, in coordination with the DepEd Sites Titling Office and Atty. Blake S. Feken of Realty Pro & Diligence, Inc., will conduct the Bayanihan sa Pagpapatitulo ng Paaralan (Training Workshop) on **November 26-28, 2025**, at **Villa Isabel, Sorsogon City**. Participation is limited to seven (7) schools from the Province Division.

The training will follow the schedule below:

- **November 25, 2025** (Day 0): Arrival and registration starts at 2:00 PM.
 - **November 26-28, 2025**: Training sessions from 8:00 AM to 5:00 PM.
2. The workshop aims to discuss complex issues affecting the titling and registration of school sites under the Department of Education and to identify solutions and strategies with Atty. Blake S. Feken and concerned government agencies, including the DENR and the Provincial Assessor's Office.
 3. Each school is requested to send one (1) representative only, either the School Head, the Administrative Officer, or the Property Custodian.



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4. Each representative must bring all available documents related to school property ownership, such as Tax Declarations, Deeds of Donation or Sale, and other 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.
5. Representatives are expected to familiarize themselves with the history of acquisition of their school sites and prepare a narrative report describing the issues related to the titling of their school properties. They are also advised to be ready to discuss these issues during the workshop.
6. Meals and accommodation will be provided for all participants, including lodging and complete meals (AM and PM snacks, lunch, and dinner) for the duration of the training. Travel and incidental expenses shall be charged to Local Funds/MOOE, in accordance with existing accounting and auditing rules.
7. For the list of participating schools, please refer to **"Annex A"**.
8. For information, guidance, and dissemination.



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“Annex A”

	Name of School	Location
1	Canjela Elementary School	Canjela, Castilla, Sorsogon
2	Donsol West Central School	Tupas, Donsol, Sorsogon
3	Lourdes Elementary School	Lourdes, Pilar, Sorsogon
4	San Francisco Elementary School	San Francisco, Bulan, Sorsogon
5	Bantayan National High School	Bantayan, Pilar, Sorsogon
6	Guruyan National High School	Guruyan, Juban, Sorsogon
7	Rizal National High School	Rizal, Gubat, Sorsogon