



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

October 19, 2022

Division MEMORANDUM
No. **663**, s. 2022

**LEGAL MANAGEMENT ORIENTATION ON APPLICATION AND PROCESSING OF
SPECIAL PATENT FOR PUBLIC SCHOOL SITES AND INVENTORY OF SCHOOL SITE
DOCUMENTS**

To : **Select School Heads**
Select District AO II, ADAS II, & III
This Division

1. Pursuant to the mandate of the Department of Education in providing quality education to all through the provision of safe and secure learning environment and improvement of school facilities, a legal management orientation will be conducted on application and processing of special patent for public school sites.
2. The orientation will be conducted to capacitate members of the TWG for school site titling which was created by virtue of Division Memo No. 634 series of 2022. Expert facilitators and resource speakers from the DENR, NCIP and ROD will be present during the orientation.
3. In addition, the members of the TWG shall create a database of documents of all public-school sites in the division. To this end, the participants from each district are required to bring the following:
 - a) Proof of ownership over the school site which could be in the form of a deed of sale, deed of donation or deed of exchange, as the case maybe
 - b) Latest tax declaration of school sites
 - c) Approved survey plan from CENRO, if available
 - d) Certificate of Title, if applicable and
 - e) Scanner
4. The orientation is tentatively scheduled on November 10 and 11, 2022 but is subject to change depending on the availability of the speakers. Venue will be announced later.
5. The list of participants is hereto attached as Enclosure No. 1.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



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Encl.: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

SPECIAL PATENT SCHOOL SITE LEGAL MANAGEMENT ORIENTATION

JCL//DM-MEMO _____

October 19, 2022

Enclosure 1 of Division Memorandum No. 663

**LIST OF PARTICIPANTS OF LEGAL MANAGEMENT ORIENTATION ON
APPLICATION AND PROCESSING OF SPECIAL PATENT FOR PUBLIC SCHOOL
SITE DOCUMENTS**

No.	Name	District
1.	Luengas, Larry P.	Carrascal
2.	Balbin, Ivy Cristine C.	Carrascal
3.	Sablas, Ranilia J.	Carrascal
4.	Herdiles, Dennis H.	Cantilan I
5.	Mahinay, Ian C.	Cantilan I
6.	Lustiva, Melina Loue A.	Cantilan I
7.	Matildo, Jonathan P.	Carmen
8.	Ruena, Vanessa Mae B.	Carmen
9.	Josol, Reginiel D.	Carmen
10.	Uriarte, Dexter G.	Madrid
11.	Salgado, Richard A.	Madrid
12.	Guardalupe, Alnieboy M.	Madrid
13.	Dela Cuesta, Madelyn S.	Lanuza
14.	Duaso, Remond A.	Lanuza
15.	Rulite, Analiza B.	Lanuza
16.	Morales, Antonio P, EdD.	Cortes
17.	Dedios, Mary Grace L.	Cortes
18.	Perolino, Revelyn B	Cortes
19.	Gallegos. Emelito	Tago I
20.	Christine Rose Cabaña,	Tago I
21.	Lobaton, Ariel	Tago I
22.	Buniel, Celymay O.	Tago II
23.	Lozada, Charissa B.	Tago II
24.	Veniegas, Erlyn P.	Tago II
25.	Cuenca, Levi O.	San Miguel I
26.	Lozada, Almar	San Miguel I



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27.	Curada, Carmand O.	San Miguel I
28.	Alimboyong, Alfonso D.	San Miguel II
29.	Historia, Mylene D.	San Miguel II
30.	Sabiaga, Reyldene P.	San Miguel II
31.	Solonia, Rosalyn B.	San Miguel III
32.	Laggui, Frederick	San Miguel III
33.	Perez, Jessica A.	San Miguel III
34.	Quijada, Joselito G. CE PhD.	Bayabas
35.	Martinez, Raf F.	Bayabas
36.	Bayta, Christian Jay T.	Bayabas
37.	Galgo, Joelyn T.	Cagwait
38.	Paradero, Kara May P	Cagwait
39.	Plaza, Kim Ann A.	Cagwait
40.	Baldo, Jr. Patrocenio R.	Marihatag
41.	Curada, Yolanda B.	Marihatag
42.	Azarcon, Geronimo S.	Marihatag
43.	Ramirez, Ricardo C.	San Agustin
44.	Antoniano, Elma C.	San Agustin
45.	Amarilla, Emie Angeli N.	San Agustin
46.	Mangadlao, Julito T.	Liang -I
47.	Eltagonde, Engrid R.	Liang -I
48.	Cano, Mary Grace S.	Liang -I
49.	Raz, Rey S.	Liang II
50.	Caño, Daniel A.	Liang II
51.	Loren, Jay G.	Liang II
52.	Guevarra, Analiza M.	Barobo I
53.	Ruaza, Russil R.	Barobo I
54.	Cuezon Jr. Exequiel B.	Barobo I
55.	Recitas Jr. Dionesio M.	Barobo II
56.	Isaga, Jeamia J.	Barobo II
57.	Robles, Jobel B.	Barobo II
58.	Casañas, Joselin	Tagbina I
59.	Sanvictores, Jhonrie A.	Tagbina I
60.	Puracan, Ellen G.	Tagbina I
61.	Camasura, Vivian V.	Tagbina II
62.	Lisayan, Mae Cel A.	Tagbina II
63.	Martin, Jemboy C.	Tagbina II
64.	Zamora, Noel A.	Tagbina III
65.	Cuadrasal, Linie V.	Tagbina III
66.	Mataganas, Alma C.	Tagbina III
67.	Tumanda, Arlene T.	Hinatuan South
68.	Anib, Ronnel V.	Hinatuan South
69.	Lozada. Apple A.	Hinatuan South
70.	Dango, Metodio D.	Hinatuan North
71.	Tan, Cherilyn A.	Hinatuan North
72.	Samar, John Vincent T.	Hinatuan North
73.	Mabutong, Raul D.	Hinatuan West



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74.	Anib Jr. Manuel V.	Hinatuan West
75.	Naupan, Emelyn B.	Hinatuan West
76.	Tampepe, Elias T.	Lingig I
77.	Briones, Audrey Rose D.	Lingig I
78.	Abiner, Nikki Anne D.	Lingig I
79.	Onsing, Clifford T.	Lingig II
80.	Arayan, Mingle V.	Lingig II
81.	Decierdo, Raymund R.	Lingig II
82.	Dapin, Jerel B.	Lingig III
83.	Dollano, Alvin Julius O.	Lingig III
84.	Naduran, Yza Mae G.	Lingig III



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