



2511-494

Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. 856, s. 2025

**WORKSHOP ON THE CHECKLIST FOR SCHOOL SITE LAND OWNERSHIP  
DUE DILIGENCE AND TITLING DOCUMENTATION**

TO: Assistant Schools Division Superintendent  
School Heads of APES, BMSE, CCES, JSES, RES, SPBES, TES, VCS, PIS and VNHSW  
All Others Concerned

- In reference to Division Memorandum No. 685, s. 2025 issued by the Schools Division Office of Ilocos Sur, the said Office, in coordination with the DepEd Sites Titling Office, shall conduct a Workshop on the Checklist for School Site Land Ownership Due Diligence and Titling Documentation on November 12-13, 2025 at Hotel Linda Suites, Vigan City, Ilocos Sur.
- The activity aims to capacitate school heads and division personnel on the due diligence process, documentation, and technical requirements in support of the Public-School Site Titling Program.

3. Participants in the activity are indicated below:

Name	Position	Office
<b>Marites Organo</b>	Master Teacher I/OIC	APES
<b>Dina Rivad</b>	School Principal II	BMSE
<b>Nora Paroligan</b>	School Principal III	CCES
<b>Paulino Aninag Jr.</b>	School Principal I	JSES
<b>Racquel Follante</b>	School Principal II	RES
<b>Avelina Alon</b>	School Principal I	SPBES
<b>Leticia Pugrad</b>	School Principal I	TES
<b>Ana Castor</b>	School Principal IV	VCS
<b>Maggie Aytona</b>	Master Teacher II/OIC	PIS
<b>Glenn Tadena</b>	School Principal I	VNHSW

- Participants are requested to ensure their attendance for the full duration of the event and to bring any pertinent documents related to their respective school land concerns, if available.
- This Memorandum shall serve as the official Authority to Travel of the participants.
- For inquiries, contact Edmar A. Cotillon through 0995-978-1536 for details.
- Attached herewith is the Division Memorandum No. 685, s. 2025 issued by the Schools Division Office of Ilocos Sur for further reference.
- Immediate dissemination of and compliance with this Memorandum is desired.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
12 NOV 2025  
**RELEASED**  
BY: [Signature]

Encl: As stated  
Reference: SDO IS Division Memorandum No. 685, s. 2025  
To be indicated in the Perpetual Index under the following subject:  
SCHOOL SITE WORKSHOP  
SGOD/HRD/pgt/DM\_WorkshopOnTheChecklistForSchoolSiteLandOwnership  
November 7, 2025



Address: Mena Crisolago St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
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Email Address: vigan.city@deped.gov.ph  
Website: www.depedviganacity.com  
Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](http://bit.ly/SDOViganCityCSM)





Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF ILOCOS SUR

2071-494  
 SCHOOLS DIVISION OFFICE  
 DEPED VIGAN CITY  
 06 NOV 2025  
**RECEIVED**  
 BY: JOB  
 NOV 6 2025

DIVISION MEMORANDUM  
 No. 688, s. 2025

**WORKSHOP ON THE CHECKLIST FOR SCHOOL SITE LAND OWNERSHIP DUE DILIGENCE AND TITLING DOCUMENTATION**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors-SGOD & CID  
 Education Program Supervisors  
 Municipal/District Focal Persons  
 Legal Unit  
 Public Elementary & Secondary/Integrated School Heads  
 All Others Concerned

1. The Schools Division Office of Ilocos Sur, in coordination with the DepEd Sites Titling Office, shall conduct a Workshop on the Checklist for School Site Land Ownership Due Diligence and Titling Documentation on November 12-13, 2025 at Hotel Linda Suites, Vigan City, Ilocos Sur.
2. The activity aims to capacitate school heads and division personnel on the due diligence process, documentation, and technical requirements in support of the Public-School Site Titling Program.
3. The workshop will be hosted by the Schools Division Office of Ilocos Sur, with resource speakers from the DepEd Sites Titling Office-Central Office. To ensure orderly and efficient participation, all personnel from the Division Office of Ilocos Sur, listed in Annex A are hereby directed to attend. They are also requested to ensure their attendance for the full duration of the event and to bring any pertinent documents related to their respective school land concerns, if available.
4. This Memorandum shall serve as the official Authority to Travel of the participants.
5. For inquiries, contact Edmar A. Cotillon through 0995-978-1536 for details.
6. Immediate and wide dissemination of this memorandum is directed.

**JOEL B. LOPEZ, EdD, CESO IV**  
 Schools Division Superintendent  
 SCHOOLS DIVISION OFFICE  
 DEPED VIGAN CITY

Encl: As Stated  
 Reference: None  
 To be indicated in the Perpetual index  
 Under the following subject:

WORKSHOP ON THE CHECKLIST FOR SCHOOL SITE LAND OWNERSHIP  
 LU/pnt/DM-WorkshopOnTheChecklistForSchoolSiteLandOwnership  
 2025-002/November 05, 2025

DIVISION OF ILOCOS SUR  
 RELEASE  
 NOV 6 2025  
 BY: JOB



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 IN ILOCOS SUR



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**Annex A**

**List of Participants – (November 12-13, 2025)**

**DepEd-Sites Titling Office:**

	<b>Name</b>
1.	Cecilio D. Peralta
2.	Atty. Blake Feken
3.	Atty. Fritzie D. Monilla
4.	Engr. Fernando C. Mendoza
5.	Fahad B. Balindog

**Deped Region 1:**

<b>Name</b>
Riza Jane V. Ulidan
Ralph Jefferson D. Alvarez

**Schools Division Office of Ilocos Sur:**

<b>Name</b>	<b>Position</b>
Joel B. Lopez, EdD, CESO IV	Schools Division Superintendent
Joye D. Madalipay, EdD, CESO VI	Assistant Schools Division Superintendent

**Program Management Team**

<b>Name</b>	<b>Position</b>
Atty. Percival Nicholas C. Tan	Attorney III
Engr. Gerald M. Domingo	Technical Assistant IV
Engr. Briane R. Alveza	Technical Assistant II
Edmar A. Cotillon	Technical Assistant II
Dionisio M. Acosta Jr.	Technical Assistant II
Harlene F. Estrada	Technical Assistant II

<b>Name</b>	<b>Position</b>
Jaime D. Campos Jr., EdD	Education Program Supervisor
Maribeth A. Magpali, PhD	Education Program Supervisor
Maria Teresita R. Gapate, EdD	Education Program Supervisor
Saniata M. Piano, EdD	Senior Education Program Specialist
Elsie R. Rigunay, EdD	Education Program Supervisor



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6.	Vigan City	Avelina Alon	School Principal I
7.		Leticia A. Pugrad	School Principal I
8.		Ana Castor	School Principal IV
9.		Maggie Aytona	Master Teacher II/OIC
10.		Glenn Tadena	School Principal I



MAKAPALAD ANG BATA ANG MAKAPALAD ANG BATA  
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