



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

June 19, 2025

DIVISION MEMORANDUM

No. 301, s. 2025

DESIGNATION OF SUB-OFFICE FOCAL PERSON FOR SCHOOL SITES AND TITLING

TO: Assistant Schools Division Superintendents

Chief- Curriculum Implementation Division (CID)

Chief- School Governance and Operations Division (SGOD)


Education Program Supervisors

Public Schools District Supervisors

Public Elementary and Secondary School Heads

All Others Concerned

1. In line with the Department's continuous efforts to secure legal ownership and ensure the protection of public-school properties, all Sub-Offices are hereby directed to designate a Focal Person for School Sites and Titling.
2. The designated Focal Person shall serve as the primary point of contact and coordinator between the Sub-Offices and the Schools Division Office (SDO), as well as with relevant government agencies, on matters concerning land titling, documentation, and site ownership validation.
3. The Sub-Office Focal Person shall have the following functions:
 - a. Gathering and organizing land-related documents of the sub-offices;
 - b. Coordinating with the Division Legal Unit and/or School Sites and Titling Team for school sites purposes;
 - c. Monitoring the progress of land titling activities;
 - d. Attending meetings, trainings, or orientations relative to school site titling.
4. The PSDS is requested to submit the name of the focal person and their contact details on or before June 25, 2025, using the following link: <https://forms.gle/XUaeweTu48mZkxtNA>.
5. For further details, please coordinate with Engr. Josephine E. Atienza, COS Team Leader, Legal Unit, SDO Batangas Province
6. Immediate dissemination of and strict compliance of this memorandum is directed.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

KMS/Designation of Sub-Office Focal Person for School Sites and Titling/
R2-144263/6-19-25



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