



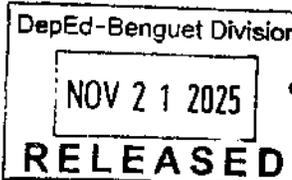
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

20 November 2025

DIVISION MEMORANDUM

No. 561 s. 2025

TO: Public Schools District Supervisors/Public Schools District In-Charge
Public Elementary and Secondary School Heads
All Others Concerned



SUBJECT: **CONDUCT OF CAPACITY DEVELOPMENT ON SCHOOL SITE DOCUMENTATION AND TITLING.**

1. Pursuant to **Division Memorandum No. 425, s. 2025**, titled "*Conduct of Capacity Development on School Site Documentation and Titling*," all identified participants, resource persons, and members of the Program Management Team (as listed in Enclosure 1) are directed to attend the scheduled **Capacity Development Seminar** on the following dates and venues:

Batch	Date	Venue
Batch 3	November 24-26, 2025	Baguio Palace Hotel, Baguio City

2. The activity aims to **equip school leaders with the knowledge, skills, and tools** necessary for the proper documentation and titling of school sites.

3. The program will run for **3 days** on various schedules and will feature **speakers from various government agencies** involved in land titling and property documentation.

4. Check-in time at the venue will begin at **2:00 p.m.**

5. All participants are required to be in the **main hall by 2:00 p.m.** for the formal opening of the program.

6. **Meal and Accommodation Schedule:**

Batch	First Meal	Last Meal
Batch 3	November 24, 2025 – PM Snack	November 26, 2025 – Breakfast

Participants with food restrictions or dietary requirements must inform the **Legal Section** for immediate coordination with the supplier.

7. This Memorandum shall serve as the **Authority to Travel on Official Business** for all identified participants, Learning Managers, Program Management Team members, and Resource Speakers.

8. Expenses for meals, snacks, and accommodation of participants, Learning Managers, Program Management Team, and Resource Speakers shall be **chargeable against the Continuing GMS Fund**, subject to the usual accounting and auditing rules and regulations.

9. **Immediate dissemination and strict compliance** with this Memorandum are directed.



Digitally signed by
ESTELA P. LEON-
CARIÑO EdD, CESO III
Date: 2025.11.21
09:18:00 +08'00'

ESTELA P. LEON - CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer In-Charge
Office of the Schools Division Superintendent

ENCLOSURE 1 List of Program Consultants, Resource Speakers, Members of the PMT, and Participants for the Division Training of School Leaders for the Conduct of Capacity Development on School Site Documentation and Titling.

Resource Persons

NO.	NAME	POSITION	Office
1	Engr. Ma. Rowena M. Caccam	Geodetic Engineer	DENR-CAR
2	Representative		DAR PO
3	Representative		NCIP
4	Claire M. Regala, CPA	Revenue Officer	BIR
5	Claire A. Agno, CPA	Revenue Officer	BIR
6	Jaqueline L. Arellano, CPA	Revenue Officer	BIR
7	Helen F. Basali, CPA	Revenue Officer	BIR
8	Jessa G. Rebaldo, CPA	Revenue Officer	BIR
9	Atty. Marcelli T. Merino	Acting Register of Deeds	ROD
10	Representative		Provincial Assessors' Office

PROGRAM MANAGEMENT TEAM

OVERALL MANAGEMENT: ATTY. NOVER B. SINGGANGAN

OVERALL- HRD: XYLENE GRAIL D. KINOMIS & ARNEL BILLY G. LIM

OVERALL-M&E: CORAZON C. QUIPOT & JOVEN B. AGTANI

Members (Facilitators, Documenter, M&E, Inspectorate & Welfare):

1. Sonny Henes P. Oclay- Technical Assistant IV
2. Elmer P. Lalong- Technical Assistant II
3. Moshe P. Dacmeg- Technical Assistant II
4. Karen P. Bumakil- Technical Assistant II
5. Alyssa Ashley S. Suarez- Technical Assistant II
6. Brigette C. Antonio- Master of Ceremonies
7. Lizelle L. Lupante- Master of Ceremonies

INSPECTORATE: Benguet Division Inspectorate Team

1		Atok District	BATCH 3	Marcelino S. Baldo	PSDS	Baguio Palace Hotel
2	135372	Adoyunan Elementary School	BATCH 3	Patricia S. Bendi	School Principal I	Baguio Palace Hotel
3	135373	Beckes Pol-oc Primary School	BATCH 3	Nory Jane K. Siam	AO II	Baguio Palace Hotel
4	135374	Bilis Elementary School	BATCH 3	Sebio P. Badival	Teacher III	Baguio Palace Hotel
5	135376	Bonglo Elementary School	BATCH 3	Graciella W. Polking	Head Teacher I	Baguio Palace Hotel
6	135377	Bosieng Elementary School	BATCH 3	Trining M. Cagas	Head Teacher II	Baguio Palace Hotel
7	135378	Busoc Primary School	BATCH 3	Avilardo B. Leon	HEAD TEACHER III	Baguio Palace Hotel
8	135380	Calasipan Elementary School	BATCH 3	Reynante P. Lucas	T-III/TTC	Baguio Palace Hotel
9	135381	Balansi Arenos ES (formerly Caliking ES)	BATCH 3	Gordencio A. Dino	Head Teacher III	Baguio Palace Hotel
10	135382	Camp 30 Elementary School	BATCH 3	Romualdo M. Tiden	SP I	Baguio Palace Hotel
11	135383	Celo Haight ES (Paaray ES)	BATCH 3	Fiorelia A. Pascian	SP I	Baguio Palace Hotel
12	135385	Dalmacio Miguel Primary School	BATCH 3	Jordan I. Fianza	AO II	Baguio Palace Hotel
13	135387	Englandad Primary School	BATCH 3	Vincent O. Depayso	T-III/TTC	Baguio Palace Hotel
14	135388	Filomena P. Cating ES (Atok Central ES)	BATCH 3	Julie A. Kiso	SP II	Baguio Palace Hotel
15	135390	Inuman PS	BATCH 3	Janna C. Tomey	AO II	Baguio Palace Hotel
16	135391	Ja'pa ES (Ja'pa PS)	BATCH 3	Clara B. Teofilo	Head Teacher I	Baguio Palace Hotel
17	135392	Mauro Laruan ES (Banayakeo ES)	BATCH 3	Shirlyn I. Zapparita	AO II	Baguio Palace Hotel
18	135393	Nagney Elementary School	BATCH 3	Jaime L. Tomas	Head Teacher I	Baguio Palace Hotel
19	135394	Oyusan Primary School	BATCH 3	Kathleen S. Ignacio	AO II	Baguio Palace Hotel
20	135395	Pasdong Elementary School	BATCH 3	Brinda B. Arnado	HT II	Baguio Palace Hotel
21	135398	Rufino Alawas ES (Tulodan ES)	BATCH 3	Evelyn B. Siam	School Principal I	Baguio Palace Hotel
22	135397	Topdac Elementary School	BATCH 3	Asunta D. Mayos	School Principal I	Baguio Palace Hotel
23	135396	Sabdiat PS (reopened SY 2020-2021)	BATCH 3	Lynie M. Fianza	AO II	Baguio Palace Hotel
24	305129	Atok National High School	BATCH 3	Mana C. Estakio	SP II	Baguio Palace Hotel
25	305130	Camp 30 National High School	BATCH 3	Gina Lynn O. Cocoy	Head Teacher III/Sch. Head	Baguio Palace Hotel
26	306057	Franklin Guy Haight NHS	BATCH 3	Jona B. Kiwas	HT I	Baguio Palace Hotel
27	502170	Boneng Integrated School	BATCH 3	Macton A. Alonzo	TIII-TIC	Baguio Palace Hotel
28	502619	Cagui-Ing Integrated School (formerly 135379-Cagui-Ing ES)	BATCH 3	Norman A. Pablito	SPI	Baguio Palace Hotel
1		Kapangan District	BATCH 3	Virginia B. Salio-an	PSDS	Baguio Palace Hotel
2	135560	Ampongot Elementary School	BATCH 3	Meriam C. Dao-ayan	AO II	Baguio Palace Hotel
3	135561	Baguionas Barrio School	BATCH 3	Tyrl T. Colian	Administrative Officer II	Baguio Palace Hotel
4	135562	Balakbak Elementary School	BATCH 3	Evangeline L. Pinong	School Principal I	Baguio Palace Hotel
5	135563	Beleng-Belis Barrio School	BATCH 3	Jaycel Calong	Administrative Officer II	Baguio Palace Hotel

6	135565	Boklaon Elementary School	BATCH 3	MANUEL JR. C. MARTIN	T-III/TIC	Baguio Palace Hotel
7	135566	Callaon Barrio School	BATCH 3	Manilyn O. Laoyan	Administrative Officer II	Baguio Palace Hotel
8	135567	Cayapes Barrio School	BATCH 3	Christyn S. Madalino	Administrative Officer II	Baguio Palace Hotel
9	135568	Cuba Barrio School	BATCH 3	Gerald D. Leganio	Project Development Officer I	Baguio Palace Hotel
10	135572	Kaliwaga Elementary School (Kaliwaga Barrio School)	BATCH 3	Jonathan L. Tanglod	TIII/TIC	Baguio Palace Hotel
11	135573	Kapangan Central School	BATCH 3	Francisco M. Contero	School Principal I	Baguio Palace Hotel
12	135574	Lao-angan Elementary School	BATCH 3	Julito L. Belino	Administrative Officer II	Baguio Palace Hotel
13	135576	Libilbeng Barrio School	BATCH 3	Joden L. Watawat	AO II	Baguio Palace Hotel
14	135577	Lomon Elementary School	BATCH 3	Milagros C. Bolayo	School Principal I	Baguio Palace Hotel
15	135578	Longboy Elementary School	BATCH 3	Narcing C. Sukilap	School Principal	Baguio Palace Hotel
16	135580	Pakawan Barrio School	BATCH 3	Amorzula C. Calbone	TIII/TIC	Baguio Palace Hotel
17	135581	Paykek Elementary School	BATCH 3	Chumbian S. Biang	Head Teacher III	Baguio Palace Hotel
18	135582	Pongayan Barrio School	BATCH 3	Edwin L. Balerzal	TIII-TIC	Baguio Palace Hotel
19	135583	Pudong Elementary School	BATCH 3	Agrihna P. Compala	School Principal I	Baguio Palace Hotel
20	135584	Sagubo Elementary School	BATCH 3	Armactia A. Honorio	Administrative Officer II	Baguio Palace Hotel
21	135587	Tadayan Elementary School	BATCH 3	Amit D. Baguliat	Head Teacher III	Baguio Palace Hotel
22	135588	Tawang Barrio School	BATCH 3	Jessie S. Balagosa	TIII-TIC	Baguio Palace Hotel
23	135589	Toplac Elementary School	BATCH 3	Kathleen P. Liwan	AO II	Baguio Palace Hotel
24	135590	Ubod Barrio School	BATCH 3	Jamilla M. Legawen	Administrative Officer II	Baguio Palace Hotel
25	305143	Gov. Bado Dangwa Agro-Industrial School (GBDAIS)	BATCH 3	Cherrelene A. Comom	School Principal I	Baguio Palace Hotel
26	305147	Kapangan Central National High School	BATCH 3	Jovelyn S. Aquino	AO II	Baguio Palace Hotel
27	305148	Kapangan National High School	BATCH 3	Imelda P. Mang-osan	School Principal I	Baguio Palace Hotel
28	501203	Datakan Integrated School	BATCH 3	Rosaline B. Fianza	School Principal II	Baguio Palace Hotel
29	502997	Gadang Integrated School (formerly Gadang ES)	BATCH 3	Felisa S. Batiw-an	Head Teacher III	Baguio Palace Hotel
30	502623	Gaswiling Integrated School (formerly 135571-Gaswiling Barrio School)	BATCH 3	Harvey L. Barciong	School Principal 1	Baguio Palace Hotel
31	502172	Taba-ao Integrated School	BATCH 3	Donaville E. Bistid	SP 1	Baguio Palace Hotel
Buguias District						
1		Buguias District	BATCH 3	Onofre D. Limpayos	PSDI	Baguio Palace Hotel
2	135457	Abatan Elementary School	BATCH 3	Saturnina P. Bacasen	SP -II	Baguio Palace Hotel
3	135459	Alapang Elementary School	BATCH 3	Marjorie L. Bacdangan	SP-1	Baguio Palace Hotel
4	219515	Matsuo-Tokiyas ES (formerly Ambaranglo Elementary School)	BATCH 3	Lourdes Telio	TIII/TIC	Baguio Palace Hotel
5	135460	Amgaleyquey Elementary School	BATCH 3	Marciana L. Catao-an	TIII/TIC	Baguio Palace Hotel

6	135462	Antopac-Lusong Primary School	BATCH 3	Emilon A. Sano-an	AO II	Baguio Palace Hotel
7	135463	Baccasen-Wakti Elem. School	BATCH 3	Mauro M. Telio	HT 1	Baguio Palace Hotel
8	135466	Bangao-Moreno Elementary School	BATCH 3	Mea C. madayag	SP -II	Baguio Palace Hotel
9	135467	Bangsalan-Daganos Elementary School	BATCH 3	Reydan S. Walsie	TI/ITIC	Baguio Palace Hotel
10	135468	Bano-oy Elementary School	BATCH 3	Patricia C. Ungos	TI/ITIC	Baguio Palace Hotel
11	135469	Bayoyo Elem. School	BATCH 3	Janine Awal	AO-II	Baguio Palace Hotel
12	135470	Bekes Elementary School	BATCH 3	Patricia G. Allatis	SP-1	Baguio Palace Hotel
13	135472	Bot-uan Elementary School	BATCH 3	Jennette G. Magciano	SP-1	Baguio Palace Hotel
14	135473	Buguias Central School	BATCH 3	Mary Ann S. Pacio	SP-1	Baguio Palace Hotel
15	135474	Buyacaoan Elementary School	BATCH 3	Marcia P. Igualdo	HT I	Baguio Palace Hotel
16	135475	Cabuguiasan-Kigangan PS	BATCH 3	Marcela P. Dicias	TI/II	Baguio Palace Hotel
17	135476	Calamagan Elementary School	BATCH 3	Kristy Ann E. Ma-anao	AO-II	Baguio Palace Hotel
18	135477	Catubong-Adiston Elem. School	BATCH 3	Carmen G. Martinez	School Principal II	Baguio Palace Hotel
19	135479	Cotcot-Talabis Elementary School	BATCH 3	Emmacleire P. Lad-ey	HT 3	Baguio Palace Hotel
20	219503	Deccan Elementary School	BATCH 3	Elmo P. Saciten	TI/ITIC	Baguio Palace Hotel
21	219533	Engay Willie Bay-an Elementary School	BATCH 3	Agusta T. Batonan	HT 3	Baguio Palace Hotel
22	135480	Guioeng Elem. School	BATCH 3	Lourden A. Ludaes	TI/ITIC	Baguio Palace Hotel
23	135481	Bay-an-Bankin Elementary School	BATCH 3	Judy ann T. Butag	TI/ITIC	Baguio Palace Hotel
24	135482	Cayat-Laduan Elementary School (formerly Ladoan PS)	BATCH 3	Fernan P. Angyatao	TI/ITIC	Baguio Palace Hotel
25	135485	Loo ES	BATCH 3	Nerissa S. Culas	School Principal II	Baguio Palace Hotel
26	135486	Nabalicong-Saitin Elementary School	BATCH 3	Winnie T. Lesino	TI/ITIC	Baguio Palace Hotel
27	135487	Natublung Elementary School	BATCH 3	Maryflor D. Hipol	SP1	Baguio Palace Hotel
28	135488	Naylokyab Elementary School	BATCH 3	Jonathan I. Gayaso	HT 1	Baguio Palace Hotel
29	135489	Ortani-Telikel Primary School	BATCH 3	Freyly M. Tayaban	TI/ITIC	Baguio Palace Hotel
30	135490	Paing ES (Paing-Dulinen PS)	BATCH 3	Myrna P. Butag	TI/ITIC	Baguio Palace Hotel
31	135491	Pan-ayaaoan Elementary School	BATCH 3	Samuel A. Sagpa-ey	HT/II	Baguio Palace Hotel
32	135492	Pasbol-Belino Elem. School	BATCH 3	Jaqueline A. Yaos	TI/ITIC	Baguio Palace Hotel
33	135493	Pugo-James Mocate ES	BATCH 3	Jocelyn S. Pilas	HT III	Baguio Palace Hotel
34	135494	Sacalan-Sagandoy Elem. School	BATCH 3	Mercy T. Bonoy	TI/ITIC	Baguio Palace Hotel
35	135497	Sinipsip Elementary School	BATCH 3	Giovanni P. Cayat	HT-I	Baguio Palace Hotel
36	219508	Taba-ao Marcos ES	BATCH 3	Jelerson T. Damoslog	AO-II	Baguio Palace Hotel
37	135498	Tin-apan ES (Tin-apan-Amdondon MC)	BATCH 3	Nory S. Pakilo	TI/ITIC	Baguio Palace Hotel
38	135499	Tindo-Bosania Elementary School	BATCH 3	Amyleen O. Gabol	AO II	Baguio Palace Hotel
39	219501	Tonglo-Carino PS	BATCH 3	Jelyne P. Leeg	AO2	Baguio Palace Hotel
40	318902	Bangao National High School	BATCH 3	Astrida B. Talabis	School Principal I	Baguio Palace Hotel
41	305136	Buguias National High School	BATCH 3	Luis D. Igualdo	School Principal IV	Baguio Palace Hotel
42	305137	Catubong National High School	BATCH 3	Rosita F. Bosantog	Head Teacher III	Baguio Palace Hotel

43	305138	Loo National High School (formerly Buguias NHS-Loo Extension)	BATCH 3	Rosita B Briones	School Principal II	Baguio Palace Hotel
44	305158	Sinipsip National High School	BATCH 3	Gloria B. Cadap	School Principal I	Baguio Palace Hotel
45	318912	Natubleng NHS (formerly Sinipsip NHS-Natubleng Extn)	BATCH 3	Jemael S. Angligen	TIII/TIC	Baguio Palace Hotel
46	501757	Larr-ayan Integrated School	BATCH 3	Rosalie S. Anhibey	Head Teacher V	Baguio Palace Hotel
47	501753	Amlinney Integrated School	BATCH 3	Romeo C. Dulnuan	School Principal II	Baguio Palace Hotel
48	501759	Bad-ayan Integrated School	BATCH 3	Dominga D. Henry	School Principal I	Baguio Palace Hotel
49	501301	Gatawa C. Dontogan Integrated School (formerly Cayapas Integrated School)	BATCH 3	Cerilo M. Telio	TIII/TIC	Baguio Palace Hotel
50	502177	Lengaoan-Waking Integrated School	BATCH 3	Estrella B. Tabdi	School Principal 1	Baguio Palace Hotel
51	502620	Sagandoy Integrated School (formerly Sagandoy ES)	BATCH 3	Claire M. Balasin	Head Teacher III	Baguio Palace Hotel

Bakun District

1		Bakun District	BATCH 3	Marilyn W. Zarate	PSDS	Baguio Palace Hotel
2	135414	Alicay-Segundo ES (Dalinguan ES)	BATCH 3	Agnes B. Guisdan	HT-III	Baguio Palace Hotel
3	135400	Ampusongan Elementary School	BATCH 3	Vilma E. Balodan	SPI	Baguio Palace Hotel
4	135401	Bagtangan Elementary School	BATCH 3	Aurelia B. Atonen	SPI	Baguio Palace Hotel
5	135403	Bakun Central School	BATCH 3	Fernando C. Bagayao	SP II	Baguio Palace Hotel
6	219502	Barbarit Primary School	BATCH 3	Denave P. Cayat	AO II	Baguio Palace Hotel
7	219528	Batanes Elementary School	BATCH 3	Florida S Bagayao	TIII/TIC	Baguio Palace Hotel
8	135408	Bullsay Elementary School	BATCH 3	Sabena B. Bagnisen	AO II	Baguio Palace Hotel
9	135410	Cabutotan Elementary School	BATCH 3	Leona A. Latta	AO II	Baguio Palace Hotel
10	135407	Cadsi-Amoy ES (formerly Bilig ES)	BATCH 3	Jenny B. Rivera	AO II	Baguio Palace Hotel
11	219529	Mateo Balsacen ES (formerly Cadsi-Amoy ES-Poway Annex)	BATCH 3	Ruth Ann S. Labrinio	Head Teacher III	Baguio Palace Hotel
12	135411	Copcoit Elementary School	BATCH 3	Michael C. Bilayan	AO II	Baguio Palace Hotel
13	135409	Dio-alan PS (Ca-ang ES)	BATCH 3	Geline S. Bayawa	AO II	Baguio Palace Hotel
14	219513	Guing-oy Elementary School	BATCH 3	Lynnie Ann D. Cabatan	AO II	Baguio Palace Hotel
15	135416	Kayapa Elementary School	BATCH 3	Pedro P. Langbis	Head Teacher II	Baguio Palace Hotel
16	135406	Kelagan-Cabatan ES (Beto ES)	BATCH 3	Alejo T. Baday	Head Teacher III	Baguio Palace Hotel
17	135417	Labinio-Acquisio Elem. School	BATCH 3	Christina F. Fongafong	Head Teacher III	Baguio Palace Hotel
18	135399	Labinio-Mariano ES (Alibacong ES)	BATCH 3	Kezel Joy D. Pulquiso-Bilayan	AO II	Baguio Palace Hotel
19	135418	Larnew Elementary School	BATCH 3	Skye B. Abyadang	AO II	Baguio Palace Hotel
20	135419	Legab Elementary School	BATCH 3	Darna D. Dayawen	TIII/TIC	Baguio Palace Hotel
21	219534	Masalin PS	BATCH 3	Finalyn M. Amurao	AO II	Baguio Palace Hotel
22	135421	Nagawa Elementary School	BATCH 3	Leonida M. Del-amen	AO II	Baguio Palace Hotel
23	135425	Sinacbat Elementary School	BATCH 3	Dolores G. Fidel	SP II	Baguio Palace Hotel

24	135426	Talbino ES (Sipitan ES)	BATCH 3	Lilia B. Saguibal	SPI	Baguio Palace Hotel
25	135423	Tanas ES (Namagtey ES)	BATCH 3	Ronald C. Sacyat	HT III	Baguio Palace Hotel
26	135412	Tap-ayao-Abiyang ES (Dada ES)	BATCH 3	Emily T. Bagayao	SP II	Baguio Palace Hotel
27	135415	Tingbagoen-Galsen ES (Gambang ES)	BATCH 3	Juliet S. Alboc	TIII-TIC	Baguio Palace Hotel
28	219530	Yugo Bantales Elementary School	BATCH 3	Ronillon A. Pimmilliw Jr.	HT III	Baguio Palace Hotel
29	305128	Ampusongan National High School	BATCH 3	Junalyn S. Paiking	SP I	Baguio Palace Hotel
30	318913	Kayapa National High School (formerly Ampusongan National High School Annex)	BATCH 3	Jimaida D. Tubbay	AO II	Baguio Palace Hotel
31	305131	Bakun National High School	BATCH 3	Nerissa Peccasen	T III/TIC	Baguio Palace Hotel
32	318911	Sinacbat National High School (formerly Bakun National High School-Extension)	BATCH 3	Alejandrina Malute	HT1	Baguio Palace Hotel
33	502621	Bagu Integrated School (formerly 135402-Bagu ES)	BATCH 3	Oliver P. Ngiwas	HT-I	Baguio Palace Hotel
34	501809	Paiddan Integrated School	BATCH 3	Realonda V. Ngala-an	SPI	Baguio Palace Hotel