



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya



21 October 2025

DIVISION MEMORANDUM

No. 507, s. 2025

**QUARTERLY IMPLEMENTATION PROGRAM REVIEW OF THE SITES TITLING
OFFICE OF SDO NUEVA VIZCAYA**

- To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
All others concerned.
1. The Department of Education (DepEd), through its various policies, programs, and initiatives, remains committed to securing legal ownership of public-school sites by obtaining land titles. As part of this commitment, this Office announces the conduct of Quarterly Implementation Program Review of the sites and titling office of SDO Nueva Vizcaya on **October 28-30, 2025 at Santiago Cove, Ilocos Sur** to provide a structured way to update and discuss accomplishment reports and issues related to school sites titling activities.
 2. This initiative aims to:
 - a. Review the status of budget utilization to ensure effective allocation and identify recurring problems for resolution.
 - b. Discuss the accomplishment reports on school sites titling and relevant issues and concerns.
 - c. Develop actionable plans and strategies to address identified challenges and improve overall operational performance.
 - d. Craft Strategies and techniques in the efficient and effective utilization of titling funds.
 3. Training materials, meals, snacks and other operating expenses shall be charged against the PSF of the Sites Titling Office.
 4. Compliance to this Memorandum is enjoined.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

10-2025-566 8



 **Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya 3700
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Enclosure to DM No. 507 s. 2025

A. LIST OF PARTICIPANTS

Name	Position
Orlando E. Manuel PhD, CESO V	SDS
Adonis C. Ceperez EdD, CESE	ASDS
Romulo S. Ancheta PhD	Chief-SGOD
Atty. Julius Caesar G. Domingo, CPA	Attorney III/OIC-Administrative Officer V
Engr. Xavier G. Datul	Technical Assistant IV
Ryan D. Sarmiento	Technical Assistant II
Krizten D. Dulnuan	Technical Assistant II
Armida A. Lambayong	Technical Assistant II
Jessica D. Fianza	Technical Assistant II
Maureen Joy V. Viado	Legal Assistant I/Administrative Assistant III
Scarlet T. Cauilan	Administrative Officer II
Angelica Faye M. Garingan	Administrative Assistant II

B. ACTIVITY MATRIX

Day 1: October 28, 2025

Time	Activity	Person Responsible
4:00 AM – 12:00 NN	Travel Time	-
12:01 – 1:00 PM	Arrival and Lunch	-
1:01 – 1:30 PM	Check in and Registration	-
1:31 – 2:00 PM	Preliminaries	AVP
2:01 – 2:30 PM	Opening Remarks	Atty. Julius Caesar G. Domingo, CPA Atty. III/OIC- AO V
2:31 – 3:00 PM	Overview of the Quarterly Meeting Objectives	Engr. Xavier G. Datul Technical Assistant IV
3:01 – 3:30 PM	Health Break/Snacks	-
3:31 – 4:30 PM	Coordination Meeting	SDO NV- Legal Unit
4:31 – 5:00 PM	Closing for Day 1	-

Day 2: October 29, 2025



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Time	Activity	Person Responsible
8:00 – 8:30 AM	Recap of Day 1	Jessica D. Fianza <i>Technical Assistant II</i>
8:31 – 8:45 AM	Energizer	Ryan D. Sarmiento <i>Technical Assistant II</i>
8:46 – 9:15 AM	Presentation of Legal Cases and Titling Issues	Maureen Joy V. Viado <i>Legal Assistant I / Administrative Assistant III</i>
9:16 – 10:30 AM	Session 1: Budget Utilization (Status and Common Issues)	Armida A. Lambayong/ Krizten D. Dulnuan <i>Technical Assistants II</i>
10:31 – 10:45 AM	Coffee/Health Break	-
10:46 – 12:00 NN	Session 2: Purchase Requests (Compliance, Timelines, and Challenges)	Ryan D. Sarmiento <i>Technical Assistant II</i>
12:01 – 1:00 PM	Lunch Break	-
1:01 – 2:30 PM	Session 3: School Titling – Accomplishment Report and Legal Concerns	Engr. Xavier G. Datul <i>Technical Assistant IV</i>
2:31 – 2:45 PM	Health Break	-
2:46 – 4:30 PM	Issues in Budget, Procurement, and Titling	Jessica D. Fianza <i>Technical Assistant II</i>
4:31 – 5:00 PM	Synthesis and Closing for Day 2	-

Day 3: October 30, 2025

Time	Activity	Person Responsible
8:00 – 8:30 AM	Recap of Day 2	Jessica D. Fianza <i>Technical Assistant II</i>
8:31 – 10:00 AM	Session 4: School Issues and Concerns – Open Forum	
10:01 – 10:15 AM	Health Break	-
10:16 – 11:45 AM	Action Planning and Recommendations	All Technical Assistants
11:46 – 12:00 NN	Closing Program	Engr. Xavier G. Datul <i>Technical Assistant IV</i>



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