



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

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief, SGOD
Legal Officer / OIC – Administrative Officer V
OSDS - Legal Unit

FROM: **ORLANDO E. MANUEL PhD, CESO V**
Schools Division Superintendent
12-2025-776

DATE: December 1, 2025

SUBJECT: **YEAR END IMPLEMENTATION PROGRAM REVIEW OF THE SITES
TITLING OFFICE OF SDO NUEVA VIZCAYA**



1. As part of the commitment of the Department of Education in securing legal ownership of public-school sites by obtaining land titles, through its various policies, programs and initiatives, this Office through the Sites Titling Office of SDO Nueva Vizcaya announces the conduct of Year End Implementation Program Review on December 10-12, 2025 at the Blue Coast Beach Hotel, Sta. Ana, Cagayan to provide a structured way to update and discuss accomplishments and issues related to school sites titling activities.

2. This initiative aims to:

- Review the status of budget utilization to ensure effective allocation and identify recurring problems for resolution.
- Comprehensive discussion of accomplishment reports on school sites titling and relevant issues and concerns.
- Develop actionable plans and strategies to address identified challenges and improve overall operational performance for the year 2026.

3. The following are the participants in the said implementation program review

Name	Position
Orlando E. Manuel PhD, CESO V	SDS
Adonis C. Ceperez EdD, CESE	ASDS
Romulo S. Ancheta PhD	Chief-SGOD



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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
Joshua W. Umli	Administrative Aide VI

4. Please refer to the activity matrix as specified below.

Day 1: December 10, 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 <i>Atty. III/OIC- AO V</i>
2:31 – 3:00 PM	Overview of the Quarterly Meeting Objectives	Engr. Xavier G. Datul <i>Technical Assistant IV</i>
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: December 11, 2025

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	-



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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: December 12, 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 for CY 2026	All Technical Assistants
11:46 – 12:00 NN	Closing Program	Engr. Xavier G. Datul <i>Technical Assistant IV</i>

5. Accommodation, training materials, meals, snacks and other operating expenses shall be charged against the PSF of the Sites Titling Office.

6. For information, guidance and compliance.



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