

## 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

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:

- a. Review the status of budget utilization to ensure effective allocation and identify recurring problems for resolution.
- b. Comprehensive discussion of 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 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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# Republic of the Philippines Department of Education

Region II – Cagayan Valley Schools Division of Nueva Vizcaya

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 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: December 11, 2025

Time	Activity	Person Responsible
8:00 - 8:30 AM	Recap of Day 1	Jessica D. Fianza
		Technical Assistant II
8:31 - 8:45 AM	Energizer	Ryan D. Sarmiento
		Technical Assistant II
8:46 - 9:15 AM	Presentation of Legal Cases and	Maureen Joy V. Viado
	Titling Issues	Legal Assistant
		I/Administrative Assistant III
9:16 - 10:30 AM	Session 1: Budget Utilization	Armida A. Lambayong/
	(Status and Common Issues)	Krizten D. Dulnuan
		Technical Assistants II
10:31 - 10:45 AM	Coffee/Health Break	-









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10:46 - 12:00 NN	Session 2: Purchase Requests	Ryan D. Sarmiento
	(Compliance, Timelines, and Challenges)	Technical Assistant II
12:01 - 1:00 PM	Lunch Break	-
1:01 - 2:30 PM	Session 3: School Titling -	Engr. Xavier G. Datul
	<b>Accomplishment Report and</b>	Technical Assistant IV
	Legal Concerns	
2:31 - 2:45 PM	Health Break	-
2:46 - 4:30 PM	Issues in Budget,	Jessica D. Fianza
	Procurement, and Titling	Technical Assistant II
4:31 - 5:00 PM	Synthesis and Closing for Day 2	-

### Day 3: December 12, 2025

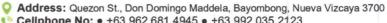
Time	Activity	Person Responsible
8:00 - 8:30 AM	Recap of Day 2	Jessica D. Fianza
8:31 - 10:00 AM	Session 4: School Issues and Concerns – Open Forum	Technical Assistant II
10:01 - 10:15 AM	Health Break	
10:16 - 11:45 AM	Action Planning and Recommendations for CY 2026	All Technical Assistants
11:46 - 12:00 NN	Closing Program	Engr. Xavier G. Datul Technical Assistant IV

- 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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