



Republic of the Philippines
Department of Education
Region VI-Western Visayas

SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division
Superintendent

NOV 16 2021

DIVISION MEMORANDUM
No. 285, s. 2021

**SUBMISSION OF THE NAMES OF DESIGNATED
SCHOOL TITLING COORDINATOR**

TO: OIC-Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public School District Supervisors
Public Elementary & Secondary School Heads/OICs/TICs
Physical Facilities Coordinator
All Others Concerned

1. In order to update the inventory of school sites and establish efficiency, order and consistency in preparing and processing of school titling for public elementary and secondary schools a Site Titling Coordinator shall be designated.
2. The Public Schools District Supervisors are designated as District School Site Coordinators to assist in the process of acquiring title and documents for school sites.
3. Public Elementary & Secondary School Heads/OICs/TICs are hereby directed to designate **one (1) School Site Coordinator** preferably the physical facilities and property coordinator/property custodian or a non-teaching personnel in your respective school.
4. The designated school site coordinator shall have a file a copy of school site documents, in charge of processing for school site titling, attend conferences/training and other related matters in relation thereto.
5. The designated District and School Titling Coordinators are likewise requested to accomplish the required data on or before **November 17, 2021** through <https://bit.ly/SDOKABTitling>
6. For further concerns and inquiries, contact Atty. Racel D. Malalu-an, Legal Officer of this Office or email at racel.malaluan@deped.gov.ph
7. Widest dissemination of and compliance with this memorandum are desired.

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

