



Republic of the Philippines
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan

Tel. No. (034) 471-2003
Fax No. (034) 471-2003
E-mail: kabankalan.city001@deped.gov.ph

DIVISION MEMORANDUM
No. 110, s. 2019

TO: Public School District Supervisors
Public Elementary & Secondary School Heads/OICs/TICs
Physical Facilities Coordinator
All Others Concerned

FROM: *Smortillo*
MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

DATE: August 8, 2019

SUBJECT: **SUBMISSION OF THE NAMES OF DESIGNATED SCHOOL TITLING COORDINATOR FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS AND PUBLIC SCHOOL DISTRICTS**

1. In order to establish an efficiency, order and consistency in preparation and processing of school titling in the District for public elementary and secondary schools, you are hereby directed to designate one (1) preferably the physical facilities and property coordinator/property custodian or a non-teaching personnel of your respective district and schools.

2. The designated school/district titling coordinator shall be in charge of processing of school titling, attending conferences/training and other related matters.

3. Please submit on or before August 15, 2019 the names of your designated school and district titling coordinator to *Atty. Racel D. Malalu-an*, Attorney III of Legal Unit of the Schools Division Office- Kabankalan City. Copy of the form consolidated per district is hereto attached please see Annex "A".

Name of School/ District	Name of Designated School Titling Coordinator	Contact No.	Email Address

4. Widest dissemination and compliance with this memorandum is desired.



SCHOOL TITLING COORDINATORS
DISTRICT__

Name of School	Name of Designated School Titling Coordinator	Contact No.	Email Address
Elementary			
1.			
2.			
Secondary			
1.			
2.			

DISTRICT SUPERVISOR