



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

December 1, 2025

DIVISION MEMORANDUM
No. 874 , s. 2025

**DEPED-LGU PARTNERSHIP MEETING: DIALOGUE AND COMMITMENT SIGNING
FOR SCHOOL SITE SUPPORT**

To: Assistant Schools Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates the attached Invitation from the Department of Education Sites Titling Office-Bohol to the **DepEd-LGU Partnership Meeting: Dialogue and Commitment Signing for School Site Support** on **December 4, 2025** at **9:00 a.m.** at **Panda Tea Garden and Suites**.
2. The session will present the legal bases and advantage of completing school-site documentation and will explore available options, such as Deeds of Donation or Usufruct Agreements for LGU-owned school properties.
3. Participants in this activity are the twenty-six (26) public elementary and secondary School Heads of Tagbilaran City and the division focal person of School Sites Titling. For details, please see attached invitation and activity matrix.
4. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

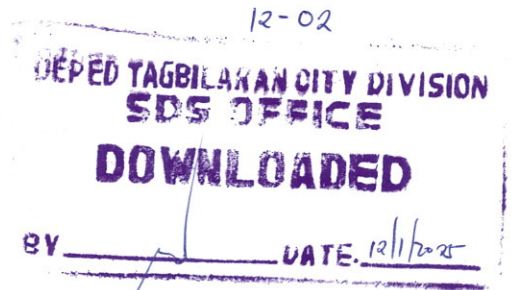
WDB/ADMIN/atm



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Republic of the Philippines
Department of Education
SITES TITLING OFFICE- BOHOL



November 27, 2025

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent
City Division of Tagbilaran

Dear Dr. Bongalos,

Warm greetings!

In pursuit of ensuring that all public school sites obtain proper land tenure documentation to support infrastructure projects and secure long-term stability for our learners, the Sites Titling Office-Bohol respectfully invite the City Division of Tagbilaran, along with your **26 school heads** to the **DepEd-LGU Partnership Meeting: Dialogue and Commitment Signing for School Site Support** on **December 4, 2025, at 9:00 AM, at Panda Tea Garden and Suites**. This activity will also be attended by selected LGUs and school sites from the province division.

The session will present the legal bases and advantages of completing school-site documentation and will explore available options—such as **Deeds of Donation** or **Usufruct Agreements**—for LGU-owned school properties. It will also provide an opportunity for both parties to affirm their commitment to formalizing the appropriate legal instrument for each site.

Please be informed that the program of activities is attached for your reference.

We look forward to your valued presence and continued partnership in supporting our schools. For inquiries or confirmation, you may email me at analou.delusacantor@deped.gov.ph or contact me at **0948 738 9080**.

Thank you very much.

Respectfully,


ANALOU C. DELUSA-CANTOR, RPm
Technical Assistant II
DepEd-Sites Titling Office



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS

DEPED-LGU PARTNERSHIP MEETING: DIALOGUE AND COMMITMENT SIGNING FOR SCHOOL SITE SUPPORT

December 4, 2025
Panda Tea Garden Suites, Tagbilaran City

Time	Activity
8:00-8:30	Registration
8:30-9:00	Opening Program
9:00-9:30	Message of Support (Office of the Governor)
9:30-10:30	Presentation: Legal Framework and Importance of School Site Documentation (STO Director)
10:30-11:00	Status Report (TA IV)
11:00-11:30	Presentation: (TA IV) Options for LGUs-Donation vs. Usufruct
11:30-12:00	Identification of LGU-owned School Sites and Preferred Arrangement
12:00-1:00	Lunch Break
1:00-2:30	Draft Commitments
2:30-3:30	Commitment Signing Ceremony
3:30-4:00	Giving of Certificates
4:00-5:00	Synthesis and Closing Remarks

