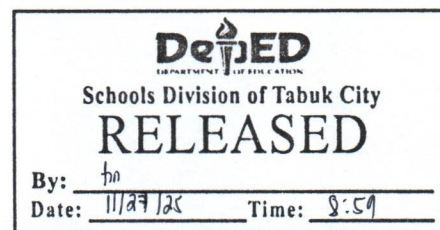




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



November 25, 2025

DIVISION MEMORANDUM

No. 555 s. 2025

TO: Assistant Schools Division Superintendent
Chiefs of Functional Divisions – CID and SGOD
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

SUBJECT: CONDUCT OF DEPED-DAR COLLABORATION FOR SCHOOL LAND OWNERSHIP

This is to inform all concerned schools that the conduct of DepEd-DAR Collaboration for School Land Ownership is scheduled on **December 4, 2025**, and will be held at the **Golden Berries Hotel and Convention Center, San Juan, Tabuk City, Kalinga**;

1. The objectives of this activity are:
 - a. To give an overview to the participants on the concept of Land Transfer Clearance (LTC), Land Transfer Action (LTA);
 - b. To discuss the concept of Land Used Conversion (LUC);
 - c. To discuss the different documents needed in preparation for their application for LTC, LTA, and LUC; and
 - d. Other technical matters like school sites in the Province of Kalinga that are within the coverage of CARP/DAR.
2. The list of participants is in enclosure 1, and the training matrix is in enclosure 2.
3. Participants should bring their own laptop, charger and extension cord.



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4. Training Hall, Meals, and Snacks of the participants shall be charged to Sub-ARO OSEC-CAR-25-02996, while Travelling Expenses of the participants shall be charged to their school MOOE, subject to the usual accounting and auditing rules and regulations.
5. For the information and compliance of all concerned.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

**For the Authority of the
Schools Division Superintendent**


JAN NOWEL E. PEÑA

Asst. Schools Division Superintendent



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Enclosure 1 of Division Memorandum No. _____, s. 2025
List of participants

DISTRICT	NAME OF SCHOOL	ADDRESS	REPRESENTATIVE	POSITION	ROLE
EASTERN TABUK DISTRICT 1	MALEDDA INTEGRATED SCHOOL	IPIL, TABUK CITY, KALINGA	JUNNY F. DECENA	PII	PARTICIPANT
	MANSANITA ELEMENTARY SCHOOL	IPIL, TABUK CITY, KALINGA	JUNNY F. DECENA	PII	PARTICIPANT
	IPIL INTEGRATED SCHOOL	IPIL, TABUK CITY, KALINGA	EVELYN C. BONGALON	HTIII	PARTICIPANT
EASTERN TABUK DISTRICT 2	CATAW ELEMENTARY SCHOOL	LACNOG EAST, TABUK CITY, KALINGA	REY B. ABANNAG	HTI	PARTICIPANT
	DANANAO ELEMENTARY SCHOOL	LACNOG EAST, TABUK CITY, KALINGA	AQUINO B. DULLIYAO	PI	PARTICIPANT
	MADOPDOP ELEMENTARY SCHOOL	LACNOG WEST, TABUK CITY, KALINGA	LEONARDO T. EGALAN	PI	PARTICIPANT
	NEW BALBALAN ELEMENTARY SCHOOL	LACNOG EAST, TABUK CITY, KALINGA	ANNABELLE C. PASINGAN	TIII/TIC	PARTICIPANT
	SAN PABLO INTEGRATED SCHOOL	LACNOG WEST, TABUK CITY, KALINGA	NAPOLEON R. MUKAY	PI	PARTICIPANT
EASTERN TABUK DISTRICT 3	HILLTOP ELEMENTARY SCHOOL	AGBANNAWAG, TABUK CITY, KALINGA	LINDA W. KISSOB	HT1	PARTICIPANT
	NEW BANGAD ELEMENTARY SCHOOL	AGBANNAWAG, TABUK CITY, KALINGA	GERALDO L. BALIGOD	PI	PARTICIPANT
	EASTERN KALINGA NHS/MALALAO NHS	MALALAO, TABUK CITY, KALINGA	JOSE R. QUANSO	HTII	PARTICIPANT



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NORTHERN TABUK DISTRICT 1	BASAO ISLA ELEMENTARY SCHOOL	SAN JUAN, TABUK CITY, KALINGA	DANMAX CORTEZ	PI	PARTICIPANT
NORTHERN TABUK DISTRICT 2	BAYABAT ELEMENTARY SCHOOL	DILAG, TABUK CITY, KALINGA	NALLY B. PALATTAO	PI	PARTICIPANT
	GRADUAL DISCOVERY ELEMENTARY SCHOOL	DILAG, TABUK CITY, KALINGA	NELYN B. CLEMENCIA	HTI	PARTICIPANT
SOUTHERN TABUK DISTRICT 1	CALLAGDAO ELEMENTARY SCHOOL	BULANAO, TABUK CITY, KALINGA	JERRY RODRIGUEZ	HTI	PARTICIPANT
SOUTHERN TABUK DISTRICT 2	BANNENG ELEMENTARY SCHOOL	CALACCAD, TABUK CITY, KALINGA	SYLVIA D. SALANGOY	TIII/TIC	PARTICIPANT
SOUTHERN TABUK DISTRICT 3	BINONGSAY ELEMENTARY SCHOOL	BINONGSAY, TABUK CITY, KALINGA	MARLON A. BINOLOC	PI	PARTICIPANT
	SUYANG ELEMENTARY SCHOOL	SUYANG, TABUK CITY, KALINGA	ANTONIO P. DAWING	PI	PARTICIPANT
	BADO DANGWA NHS	BADO DANGWA, TABUK CITY, KALINGA	CHERILYN B. ALISON	HTVI	PARTICIPANT
WESTERN TABUK DISTRICT 1	NANENG ELEMENTARY SCHOOL	NANENG, TABUK CITY, KALINGA	MELBA D. ADOP	HTI	PARTICIPANT
	NANENG NATIONAL HIGH SCHOOL	NANENG, TABUK CITY, KALINGA	ANNETTE B. ISMAEL	HTVI	PARTICIPANT



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Enclosure 2 of Division Memorandum No. 555, s. 2025
TRAINING MATRIX

TIME	ACTIVITY	OBJECTIVE	FACILITATOR/ RESOURCE PERSONS
7:00AM-8:00AM	Registration		
8:00AM-8:15AM	Preliminaries		Technical Assistants
8:15AM-8:35AM	Welcome remarks		JAN NOWEL E. PEÑA Assistant Schools Division Superintendent
8:35AM-9:00AM	Inspirational Message		BENEDICTA B. GAMATERO, PhD, CESO V Schools Division Superintendent
9:00AM-9:45AM	Lecture on CLOA covered by DAR where the school sites situated particularly Tabuk and Rizal, Lubuagan, Pasil and some part of Kalinga	Understanding the CARP/ SPLIT program under DAR	ENGR. JAMES WACDAGAN Representative from DAR
9:45AM-10:00AM	Open forum		
10:00AM - 10:15AM	Health break		
10:15AM - 12:00PM	Lecture on Land Transfer Clearance (LTC)/ Land, Transfer Action (LTA), / Land Used Conversion (LUC)	Understanding the process of Land Transfer Clearance, Land Transfer Action, and Land Used Conversion the requirements on how schools apply for it and the status of application of schools, if any	RICHARD G. AGGALAO Representative from DAR-Kalinga



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12:00PM	Lunch		
1:00PM- 3:00PM	Continuation of discussion of LTC/ LTA/ LUC		RICHARD G. AGGALAO DAR-Kalinga representative
3:00PM- 3:30PM	Open Forum		
3:30PM- 4:30PM	Workshop on documents needed for titling		
5:00PM	Closing remarks/prayer		



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