



Republic of the Philippines  
**Department of Education**  
**DIGOS CITY DIVISION**

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July 24, 2025

**DIVISION MEMORANDUM**

No. OSDS-2025- 207

**INSPECTION OF SCHOOL SITES AND  
COLLECTION OF SCHOOL SITE DOCUMENTS**

TO: Public School District Supervisors  
School Heads  
Identified Division Personnel

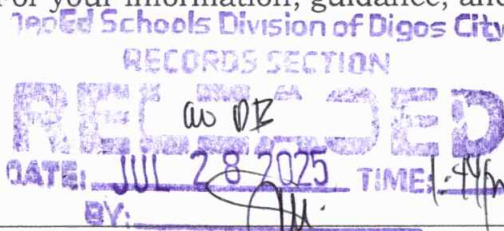
1. In line with the Department of Education's continuing mandate to ensure equitable access to quality basic education and, in particular, its imperative to safeguard the Department's proprietary interest in public school sites, this Office hereby reiterates the necessity to protect said sites from threats of dispossession, reconveyance suits, claims for compensation, and all forms of encumbrances.
2. Pursuant to the initiatives of the Office of the Undersecretary for Legal Affairs, through the Schools Titling Office (STO), the Department is currently intensifying its efforts to facilitate the titling of school sites—particularly those that were donated to DepEd but remain under the name of private individuals or entities.
3. To support this initiative, this Office will conduct a Division-Led Inspection and Documentary Collection Activity in all districts. The primary goal is to verify school site ownership and gather all necessary documents for titling purposes. **The Schedule of Onsite Inspection and Collection of School Site Documents**, attached to and forming part of this Memorandum, shall be observed with strict compliance.
4. In this regard, all school heads are hereby directed, under full administrative accountability, to:





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- a. Ensure that their schools are fully prepared for the scheduled onsite inspections, including access to the premises and relevant land documents;
  - b. Assemble, organize, and prepare in advance all available school site-related documents, properly photocopied and fastened including but not limited to the following:
    - a. Original or certified true copies of Deeds of Donation, Deeds of Sale, or other instruments of conveyance;
    - b. Updated Tax Declarations and/or Tax Clearance Certificates;
    - c. Transfer Certificates of Title (TCT) or other proofs of ownership;
    - d. Approved or tentative survey plans/sketch maps;
    - e. Site Development Plans and school vicinity maps;
    - f. Barangay and Municipal Certifications, if applicable;
    - g. Any other legal or administrative instruments pertinent to school site claims; and
  - c. Ensure that original copies of all documents remain in the custody of the school for record-keeping purposes, except Original Certificate of Titles.
5. The Division representatives who shall conduct the inspection and collection are the following:
- a. Atty. Clarisse Joy C. Arnaez-Llaban, Attorney III - Legal Unit
  - b. Jose Israel Maravilles, Project Development Officer - Schools Titling Focal Person
  - c. Japheth Algen Genita, Technical Assistant II - School Sites Titling Office
  - d. Engr. Rachel Baltazar, Technical Assistant IV – School Sites Titling Office
6. For your information, guidance, and strict compliance.



*Melanie P. Estacio*  
**MELANIE P. ESTACIO, Ph.D., CESO VI**  
Schools Division Superintendent





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SCHEDULE OF ONSITE INSPECTION AND COLLECTION OF SCHOOL SITE DOCUMENTS					
No.	School District	No. of Schools Per District	School ID No.	Name of School	Dates
1	Mt. Apo	11	129773	Apolandia Elementary School	August 6-8, 2025
2			129774	Binaton Elementary School	
3			129775	Gaudioso Reusora Central Elementary School	
4			304401	Kapatagan National High School	
5			129776	Marawer Elementary School	
6			129777	Matti Elementary School	
7			129778	Necencio A. Isidro Elementary School	
8			306176	Palan Bagobo-Tagabawa National High School	
9			129779	Rizal Central Elementary School	
10			129780	Soong Elementary School	
				Soong Elementary School - Maguisi Extension	
	Soong Elementary School - Pangaguran Extension				
11	316304	Soong National High School			
12	Occidental	13	129747	Balabag Elementary School	August 20- 21, 2025
13			316303	Balabag National High School	
14			129749	Damñas Elementary School	
15			129750	Digos City Central Elementary School	
16			129752	Dulangan Elementary School	
17			129753	Federico J. Alferez Elementary School	
18			330538	Goma National High School	





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19			129760	Jolencio Alberca Elementary School	
20			129755	Mahayahay Elementary School	
21			129757	Pedro V. Basalan Elementary School	
22			129758	Ranao Elementary School	
23			129759	Ruparan Elementary School	
24			304402	Ruparan National High School	
25	<b>South</b>	13	129746	Arcaflor Maniapao Elementary School	<b>August 27-28, 2025</b>
26			206501	Bagumbuhay Elementary School	
27			129761	Casildo Nonol Sr. Elementary School	
28			129748	Colorado Elementary School	
29			341513	Digos City Senior High School	
30			129751	Domingo V. Abawag Sr. Elementary School	
31			129768	Igpit Elementary School	
32			316301	Igpit National High School	
33			129754	Lungag Elementary School	
34			316302	Matti National High School	
35			129756	Remedios N. Saplala Elementary School	
36			129772	San Miguel Elementary School	
37			306356	San Roque National High School	
38	<b>Oriental</b>	11	129762	Aplaya Elementary School	<b>September 3-4, 2025</b>
39			129763	Badiang Elementary School	
40			129764	Cogon Elementary School	
41			129765	Dawis Elementary School	
42			302004	Dawis National High School	
43			304400	Digos City National High School	





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			Digos City National High School - Aplaya Extension	
44		129766	Don Mariano Marcos Elementary School	
45		129769	Isaac Abalayan Elementary School	
46		129770	Kibanban Elementary School	
47		129767	Pedro S. Garcia Elementary School	
48		129771	Ramon Magsaysay Central Elementary School	

