Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
OSDS-2026-107

To : **All Public School Heads and Principals**
Public Schools District Supervisors
All Others Concerned

Subject : **ONLINE WORKSHOP FOR SCHOOL HEADS**
RE: COLLECTION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS

Date : April 28, 2026

1. Pursuant to the Department's continuing mandate to ensure the proper collection, documentation, and validation of information relating to lands used as school sites, this Office, in line with Memorandum OULLA-2026-1362, directs **all public school heads and principals** to attend the **Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents ("Workshop")** to be conducted via **online** by the **Office of the Undersecretary for Legal and Legislative Affairs (OULLA)** from the DepEd Central Office.

2. The OULLA, through its Sites and Titling Office, will conduct a Workshop to be attended by all Principals and School Heads. This Workshop aims to appraise all participants as to how the ownership or possession documents of their respective schools are to be read and evaluated. Further, the Workshop will show how the comprehensive questionnaire relating to school sites information should be answered.

3. Attendance to the Workshop is **mandatory** as the matters to be discussed are essential to the accurate validation and timely submission of property- related records under your respective jurisdictions.

4. The Workshop shall be conducted in **two batches**. The **first session** will be held on **30 April 2026** at **9:00am to 12:00nn** through the **Microsoft Teams link** provided below:

https://bit.ly/48e3c47

5. Those unable to join the first session shall join the **second session**, which will be held on **4 May 2026** at **9:00am to 12:00nn** through the **Microsoft Teams link** provided below:

https://bit.ly/4tnUTuV

For your information, guidance, and strict compliance.

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

Enclosed: As stated.

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: 29 APR 2026 TIME:
BY:

MEMORANDUM
OULLA-2026-1362

ONLINE WORKSHOP FOR SCHOOL HEADS RE: COLLECTION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS

To: Public School Heads and Principals

1. Pursuant to the Department's continuing mandate to ensure the proper collection, documentation, and validation of information relating to lands used as school sites, this Office shall conduct an **Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents ("Workshop")**.

2. The Office of the Undersecretary for Legal and Legislative Affairs (OULLA) is currently facilitating the comprehensive gathering, verification, and consolidation of information and documents evidencing ownership, possession, and legal status of lands used by DepEd as school sites. This effort seeks to address existing gaps, inconsistencies, or deficiencies in documentation which may expose the Department to legal and administrative risks.

3. As its first step in data gathering, OULLA, through its Sites and Titling Office, will conduct a Workshop to be attended by all Principals and School Heads. This Workshop aims to appraise all participants as to how the ownership or possession documents of their respective schools are to be read and evaluated. Further, the Workshop will show how the comprehensive questionnaire relating to school sites information should be answered.

4. Attendance to the Workshop is <u>mandatory</u> as the matters to be discussed are essential to the accurate validation and timely submission of property-related records under your respective jurisdictions.

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7. For further information, inquiries may be directed to the **SITES TITLING OFFICE**, 3F Mabini Building, DepEd Complex, Meralco Ave., Pasig City, through email at sto@deped.gov.ph.

For guidance and compliance.

By the Authority of the Secretary

ATTY. FILEMON RAY L. JAVIER
Undersecretary for Legal and Legislative Affairs

Copy furnished:

ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief-of-Staff
Office of the Undersecretary

ATTY. PETER IRVING C. CORVERA
Undersecretary for Senior Personnel Oversight
Office of the Secretary

DR. MALCOLM S. GARMA
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WILFREDO E. CABRAL
Undersecretary for Human Resource and Organizational Development