



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
OSDS-2026-122

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

Subject : **FINAL DEADLINE FOR THE SUBMISSION OF SCHOOL SITE  
OWNERSHIP DOCUMENTS AND COMMENCEMENT OF  
PHASE 2 OF THE SCHOOL SITES TITLING INITIATIVE**

Date : May 14, 2026

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1. In line with Memorandum OULLA-2026-1608, relative to the Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents ("Workshop") conducted by the Sites Titling Office, this Office directs all principals and school heads to complete and submit all available ownership documents, records, and supporting data pertaining to their respective school sites.
2. In order to facilitate the timely consolidation, validation, and assessment of school site records nationwide, the **final deadline for submission** of ownership documents through the prescribed questionnaire shall be on **14 May 2026 at 5:00 p.m.** Principals and school heads are directed to ensure the completeness, accuracy, and timeliness of their submissions.
3. For reference and guidance, the recording of the Workshop may be accessed through the following YouTube link:

**<https://www.youtube.com/live/sRIhlaGzJYo?si=2DItMT055PgolJAb>**

4. Moreover, this Office also reminds all principals and school heads that the **Phase 2 of this initiative shall commence on 18 May 2026.** This phase shall focus on the implementation of **Corrective Actions on Titling**, including the identification and requisition of documentary requirements necessary for the processing and/or transferring of titles for school sites. **Appropriate guidance shall be provided in a separate memorandum.**





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5. In view of the importance of this initiative in protecting and securing the ownership and legal interests of the Department over school sites, all principals and school heads are directed to extend full cooperation and ensure prompt compliance with the required submissions and data validation activities issued by the Sites Titling Office of the DepEd Central Office.

For your information, guidance, and strict compliance.

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

Enclosed: As stated.





Republic of the Philippines  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS**



**MEMORANDUM**  
**OULLA-2026-108**

**FINAL DEADLINE FOR THE SUBMISSION OF SCHOOL SITE OWNERSHIP DOCUMENTS AND COMMENCEMENT OF PHASE 2 OF THE SCHOOL SITES TITLING INITIATIVE**

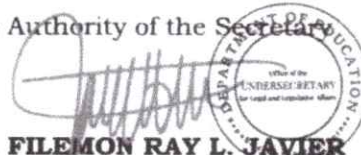
To: Public School Heads

1. Relative to the Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents ("Workshop") conducted by the Sites Titling Office, all principals and school heads are hereby directed to complete and submit all available ownership documents, records, and supporting data pertaining to their respective school sites.
2. In order to facilitate the timely consolidation, validation, and assessment of school site records nationwide, the **final deadline for submission** of ownership documents through the prescribed questionnaire shall be on **14 May 2026 at 5:00 p.m.** Principals and school heads are directed to ensure the completeness, accuracy, and timeliness of their submissions.
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**<https://www.youtube.com/live/sRIh1aGzJYo?si=2DItMTto55PgoJAb>**
4. Moreover, this Office reminds all principals and school heads that the **Phase 2 of this initiative shall commence on 18 May 2026**. This phase shall focus on the implementation of **Corrective Actions on Titling**, including the identification and requisition of documentary requirements necessary for the processing and/or transferring of titles for school sites. **Appropriate guidance shall be provided in a separate memorandum.**
5. In view of the importance of this initiative in protecting and securing the ownership and legal interests of the Department over school sites, all principals and school heads are directed to extend full cooperation and ensure prompt compliance with the required submissions and data validation activities issued by this Office.
6. 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](mailto:sto@deped.gov.ph).
7. Immediate and strict compliance with this Memorandum is hereby enjoined.

For guidance and compliance.

By the Authority of the Secretary



**ATTY. FILEMON RAY L. JAVIER**

Undersecretary for Legal and Legislative Affairs



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