



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2026-128

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

Subject : **FINAL NON-EXTENDIBLE DEADLINE FOR THE
SUBMISSION OF SCHOOL SITE OWNERSHIP
DOCUMENTS**

Date : May 19, 2026

1. In line with Office Order No. 0011 of the Office of the Undersecretary for Legal and Legislative Affairs (OULLA), 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. The OULLA notes that despite the lapse of the original submission deadline, a significant number of schools have not complied yet. In order to provide all concerned principals and school heads a final opportunity to comply, the **FINAL NON-EXTENDIBLE DEADLINE** for the submission of ownership documents through the prescribed questionnaire is hereby set on **22 May 2026 (Friday), at 5:00 p.m.**
3. All principals and school heads are hereby reminded that this shall be the **FINAL AND NON-EXTENDIBLE DEADLINE**. No further extension shall be granted after 22 May 2026. All concerned are expected to fully comply and ensure the completeness, accuracy, and timeliness of their submissions within the prescribed period.
4. In view of the importance of this initiative in protecting and securing the ownership and legal interests of the Department over school sites,





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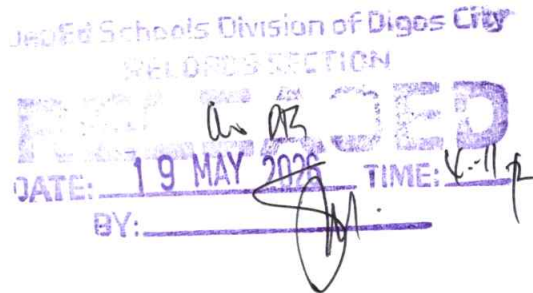
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

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.

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

RECEIVED
Office of the Schools Division Superintendent

Name: [Signature]
Date: 5/19/26

Office Order No. 0011
Series of 2026

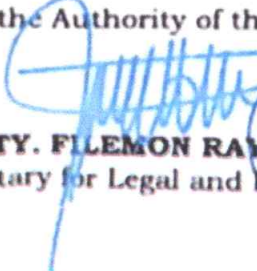
**FINAL NON-EXTENDIBLE DEADLINE FOR THE SUBMISSION OF
SCHOOL SITE OWNERSHIP DOCUMENTS**

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. This Office notes that despite the lapse of the original submission deadline, a significant number of schools have not complied yet. In order to provide all concerned principals and school heads a final opportunity to comply, the **FINAL NON-EXTENDIBLE DEADLINE** for the submission of ownership documents through the prescribed questionnaire is hereby set on **22 May 2026 (Friday)**, at **5:00 p.m.**
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4. 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.
5. 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.
6. Immediate and strict compliance with this Memorandum is hereby **REQUIRED**.

For guidance and compliance.

By the Authority of the Secretary


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

