



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF ESCALANTE CITY



April 29, 2026

DIVISION MEMORANDUM

No.: 173, s. 2026

**DISSEMINATION OF MEMORANDUM OULLA-2026-1363
(ONLINE WORKSHOP ON SCHOOL SITE OWNERSHIP DATA)**

To: All Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is a copy of the Memorandum OULLA-2026-1363 from the Office of the Undersecretary for Legal and Legislative Affairs, relative to the conduct of the *Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents*.
2. The workshop aims to address documentation deficiencies and legal risks by providing technical assistance to participants on how to evaluate school site ownership documents and how to accomplish the required site information questionnaires.
3. 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>

4. Those who were 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>

5. All School Heads are required to attend the workshop.
6. Immediate dissemination of and compliance with this Memorandum are desired.


PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent 

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SCHOOL SITE OWNERSHIP DOCUMENTATION ORIENTATION
Atty. Lopez/OSDS/04-29-2026



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2026-1363

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

To: All Regional Directors
All Schools Division Superintendents

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. To recall, 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 Tiding 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. In this regard, all Regional Directors and Schools Division Superintendents are hereby **requested to exercise close supervision and coordination** with the schools within their respective territorial jurisdictions **to ensure the attendance and full participation** of all Principals and School Heads in the said Workshop.
5. 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>

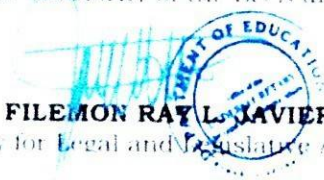
6. Those unable to join the first session shall join the **second session** which will be held on **4 May 2026 at 9:00am to 12:00nn** through the Microsoft Teams link provided below.

<https://bit.ly/4tnUTuV>

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 stoo@deped.gov.ph.
8. Immediate and strict compliance with this Memorandum is hereby enjoined.

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