



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



May 6, 2026

DIVISION MEMORANDUM

No.: 183, s. 2026

SUBMISSION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS IN COMPLIANCE TO OFFICE ORDER NO. 0010, S. 2026

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

1. Attached is the copy of the Office Order No. 0010, series of 2026, from the Office of the Undersecretary for Legal and Legislative Affairs, relative to the Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents held on 30 April and 4 May 2026, pursuant to the Department's continuing mandate to ensure the proper collection, documentation, and validation of information relating to lands used as school sites.
2. In this regard, all concerned principals and school heads are directed to accomplish the questionnaire on or before **11 May 2026**, at **5:00 pm**, through the following link:
<https://forms.gle/E8pBnf348SuYJvhz6>
3. Kindly ensure coordination among all relevant offices and that all required documents are complete, accurate, and submitted within the prescribed timeline.
4. Immediate dissemination and strict 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 SUBMISSION

Atty. Lopez/OSDS/05-06-2026



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

Office Order No. 0010
Series of 2026

**SUBMISSION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS THROUGH
THE PRESCRIBED QUESTIONNAIRE**

To: All Regional Directors
All Schools Division Superintendents

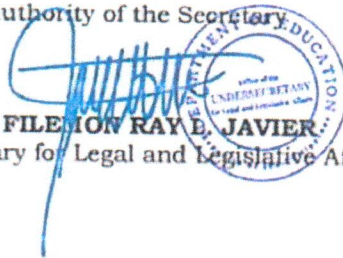
1. Pursuant to the Department's continuing mandate to ensure the proper collection, documentation, and validation of information relating to lands used as school sites, this Office successfully conducted an Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents held on 30 April and 4 May 2026. The workshop aimed to guide the principals and school heads in accurately identifying, classifying, and reporting ownership and possession documents of school sites.
2. In this regard, all Regional Directors and Schools Division Superintendents are hereby **requested to exercise close supervision, monitoring, and coordination** with all principals and school heads within their respective territorial jurisdictions **to ensure the complete and accurate accomplishment of the prescribed questionnaire.**
3. All concerned principals and school heads were directed to accomplish the questionnaire on or before **11 May 2026, at 5:00 pm**, through the following link:

<https://forms.gle/E8pBnf348SuYJvhz6>
4. This undertaking is critical in establishing an updated and reliable database of school site ownership, which shall serve as basis for future titling, documentation, and infrastructure development projects of the Department.
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 enjoined.

By the Authority of the Secretary

ATTY. FILEMON RAY E. JAVIER

Undersecretary for Legal and Legislative Affairs



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