



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

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



3F Mabini Bldg., DepEd Complex Meralco Avenue, Pasig City
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 Email Address: oulla@deped.gov.ph | Website: www.deped.gov.ph

MEMORANDUM	Date: 4/28/26	Released/Records: <i>hco</i>
To: <input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
<input type="checkbox"/> Private Schools	<input type="checkbox"/> Others:	
For: <input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
<input checked="" type="checkbox"/> Guidance	<input checked="" type="checkbox"/> Strict Compliance	
ORLANDO E. MANUEL Ph.D., CESO V Schools Division Superintendent		
By: <input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature: <i>[Signature]</i>

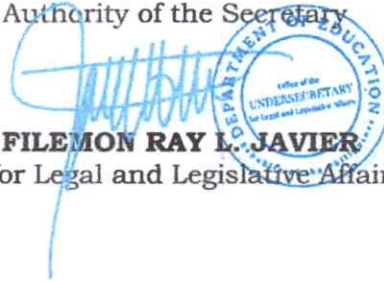


to join the
at 10:30
of the

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:

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