



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

MEMORANDUM Date: 05/07/2026 Released (Records): Cuen
To: [X] PSDS/DICs [X] Elem/Sec School Heads
For: [X] Strict Compliance
ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent
By: [X] Atty. Signature: [Handwritten Signature]



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:  

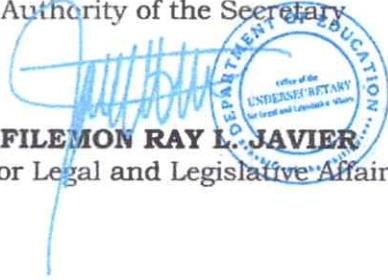
**<https://bit.ly/48e3c47>**
6. Those unable to join the first session shall join the **second session**, which will be held on **4 May 2026** at **9:00am to 12:00nn** through the Microsoft Teams link provided below:  

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

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](mailto: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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