



2604-1451

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

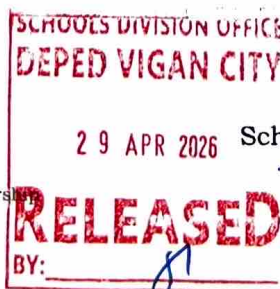
DIVISION MEMORANDUMNo. 310, s.2026

29 APR 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary, Integrated and Secondary School Heads
All Others Concerned

1. In reference to **Regional Memorandum No. 523, s. 2026** titled "*Online Workshop for School Heads Re: Collection of School Site Ownership Data and Documents*", the Department of Education Regional Office I informs all concerned regarding the conduct of an Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents.
2. This activity is in line with the Department's continuing mandate to ensure proper collection, documentation, validation, and consolidation of information and legal documents relating to lands used as school sites. The initiative aims to address gaps, inconsistencies, and deficiencies in documentation that may expose the Department to legal and administrative risks.
3. The workshop will provide guidance to School Heads and Principals on:
 - a. Proper identification and evaluation of ownership or possession documents of school sites; and
 - b. Accurate completion of the comprehensive questionnaire on school site information.
4. Participation of all school heads is **mandatory**, as the matters to be discussed are essential to ensure accurate validation and timely submission of property-related records.
5. The workshop will be conducted in two (2) batches:
 - a. First Session will be held on **April 30, 2026 at 9:00am to 12:00nn** through the Microsoft Teams Link: <https://bit.ly/48e3c47>
 - b. Those unable to join the first session shall join the second session, which will be held on **May 4, 2026 at 9:00am to 12:00nn** through the Microsoft Teams Link: <https://bit.ly/4tnUTuV>.
6. For further information, see attached memoranda.
7. Immediate dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/aff/DM_OnlineWorkshopSchoolSiteOwners
April 28, 2026



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Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 523 s. 2026

2004-1451 673

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

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

- In reference to Memorandum OULLA-2026-1362 issued by the Office of the Undersecretary for Legal and Legislative Affairs (OULLA), this Office informs all concerned regarding the conduct of an Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents.
- This activity is in line with the Department's continuing mandate to ensure proper collection, documentation, validation, and consolidation of information and legal documents relating to lands used as school sites. The initiative aims to address gaps, inconsistencies, and deficiencies in documentation that may expose the Department to legal and administrative risks.
- The workshop will provide guidance to School Heads and Principals on:
 - Proper identification and evaluation of ownership or possession documents of school sites; and
 - Accurate completion of the comprehensive questionnaire on school site information.
- Participation in the workshop is **mandatory**, as the matters to be discussed are essential to ensure accurate validation and timely submission of property-related records.
- The workshop will be conducted in two (2) batches:
 - First Session will be held on 30 April 2026 at 9:00am to 12:00nn through the Microsoft Teams Link: <https://bit.ly/48e3c47>
 - 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: <https://bit.ly/4tnUTuV>
- Schools Division Offices (SDOs) are requested to ensure the widest dissemination of this Memorandum and to facilitate the participation of all concerned personnel.
- Attached is the memorandum issued by the Office of the Undersecretary for Legal and Legislative Affairs, for your reference.



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 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I region1@deped.gov.ph
 www.depedregion1.com

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Effectivity	02.21.25	Page	1 of 2



8. For further information and clarification, inquiries may be directed to the Sites Titling Office (STO) through email at sto@deped.gov.ph .

For immediate dissemination and compliance.

pld
ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director *pld*

LU/RMW/rjo
FILE: RECORDS



LEGAL260531



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>

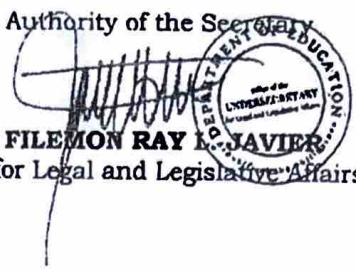
6. Those unable to join the first session shall join the **second session**, which will be held on **4 May 2026 at 9:00am to 12:00nn** through the Microsoft Teams link provided below:

<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.

For guidance and compliance.

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

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