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

**Office of the Schools Division Superintendent**

06 MAY 2026

**Division Memorandum**

No. 334 s. 2026

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
School Heads/OIC of Public Elementary and Secondary Schools

1. Pursuant to Office Order No. 0010, s. 2026, this Office informs the field on the conduct of the School Site Ownership Data and Documents Survey. This undertaking is critical in establishing an updated and reliable database of school site ownership, which shall serve as the basis for future titling, documentation, and infrastructure development projects of the Department.
2. All concerned principals and school heads are directed to accomplish the questionnaire on or before May 11, 2026, at 5:00 PM through the following link: <https://forms.gle/E8pBnf348uYJvhz6>.
3. To ensure the complete and accurate accomplishment of the prescribed questionnaire, school heads are instructed to submit screenshots of the fully accomplished survey to the official group chat for legal concerns.
4. For further information and inquiries, you may contact the Sites Titling Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, or through email at [sto@deped.gov.ph](mailto:sto@deped.gov.ph).
5. Immediate and strict compliance with this Memorandum is desired.

**VILMA D. EDA CESO V,**  
Schools Division Superintendent



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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

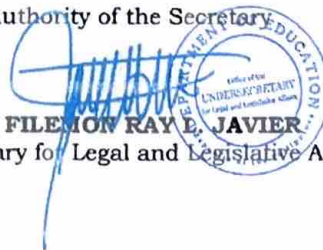
1. Pursuant to the Department's continuing mandate to ensure the proper collection, documentation, and validation of information relating to lands used as school sites, this Office successfully conducted an Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents 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](mailto: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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