



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 20 s. 2026

TO: **ALL PUBLIC SCHOOL HEADS AND PRINCIPALS**
This Division

FROM: **JAY S. MONTEALTO, Ed.D, JD, CESO VI**
Schools Division Superintendent *uak*

DATE: April 27, 2026

SUBJECT: **MANDATORY ATTENDANCE TO THE ONLINE WORKSHOP FOR SCHOOL HEADS RE: COLLECTION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS**

1. Pursuant to **Memorandum OULLA-2026-1362** issued by the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) , this Office directs **all Public School Heads and Principals** to attend the Online Workshop on the Collection of School Site Ownership Data and Documents.
2. This workshop is part of the Department's mandate to ensure the proper collection, documentation, and validation of land records used as school sites. It aims to facilitate the comprehensive gathering and verification of documents evidencing the ownership, possession, and legal status of lands used by DepEd. This initiative seeks to address existing documentation gaps and inconsistencies that may expose the Department to legal and administrative risks.
3. The Workshop is specifically designed to appraise participants on how to read and evaluate ownership or possession documents of their respective schools; and provide guidance on how to accurately complete the comprehensive questionnaire relating to school sites information.
4. Attendance to this Workshop is **mandatory**. Participants may join one of the two scheduled batches through the Microsoft Teams links provided below:



📍 Sunset Boulevard, Dawo, 7101 Dapitan City
☎ 0912-617-7243
🌐 www.depeddapitancity.net
✉ dapitancity@deped.gov.ph
📘 fb.com/DepEdDapitanCity

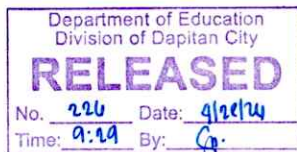




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BATCH	DATE AND TIME	MICROSOFT TEAMS LINK
First Session	30 April 2026 9:00 AM – 12:00 NN	https://bit.ly/48e3c47
Second Session	4 May 2026 9:00 AM – 12:00 NN	https://bit.ly/4tnUTuV

5. School heads who are unable to join the first session are required to join the second session.
6. For further information or technical inquiries, participants may contact the **Sites Titling Office** through email at **sto@deped.gov.ph**.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.



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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>

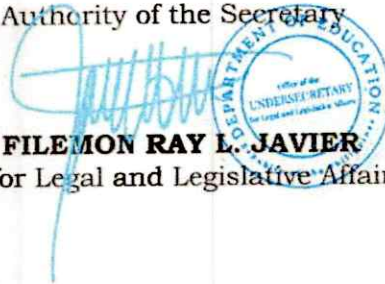
6. Those unable to join the first session shall join the **second session**, which will be held on **4 May 2026 at 9:00am to 12:00nn** through the Microsoft Teams link provided below:

<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
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