



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

28 April 2026

OFFICE MEMORANDUM

No. 43 s.2026

TO: **All Public-School Heads and Principals**

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

1. Pursuant to the Memorandum OULLA-2026-1362, 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 the 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. To ensure the proper collection, documentation, and validation of information relating to lands used as school sites an **"ONLINE WORKSHOP FOR SCHOOL HEADS RE: COLLECTION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS"** will be conducted.
2. The 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.
3. Attendance to the Workshop is mandatory as the matters to be discussed are essentials to the accurate validation and timely submission of property-related records under your respective jurisdictions.
4. The Workshop will 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>



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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

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

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

4. Compliance to this memorandum is desired.

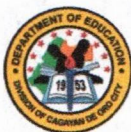
ROY ANGELO E. GAZO

Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:
ONLINE WORKSHOP

SCHOOL SITE OWNERSHIP DATA AND DOCUMENTATION

OM-023-OSDS-LEGAL-LEDP



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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:

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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:

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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

DR. MALCOLM S. GARMA

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