



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

29 April 2026

DIVISION MEMORANDUM

No. 390 s. 2026

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

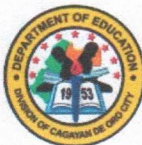
TO: Assistant Schools Division Superintendent
Chief Education Program Supervisors-CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
This Division

1. Relative to the letter attached from the Office of the Undersecretary for Legal and Legislative Affairs, **All School Heads** are directed to attend the Online Workshop.
2. The workshop will be conducted twice to ensure that all participants will be able to attend. The first session will be on **April 30, 2026**, at **9:00 AM to 12:00 NOON**. The second session will be held on **May 4, 2026**, at **9:00 AM to 12:00 NOON**.
3. The links for these sessions, to be conducted using MS Teams, are as follows:
First Session: <https://bit.ly/48e3c47>
Second Session: <https://bit.ly/4tnUTuV>
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

ONLINE WORKSHOP 2026



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@depd.gov.ph
Website: <https://depdcdo.net/>

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

Office of the Schools Division Superintendent

ONLINE WORKSHOP 2026

Collection of School Site Ownership Data and Documents

April 29, 2026/APAR

Competence
Diligence
Outstanding Integrity



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

APR 28 2026

ALL REGIONAL DIRECTORS

This Department

Dear Regional Directors:

In relation to the Department's continuing mandate to ensure the proper collection, documentation, and validation of information relating to lands used as school sites, the Sites and Titling Office ("STO"), under the Office of the Undersecretary for Legal and Legislative Affairs, will conduct an online activity titled "Online Workshop for School Heads Re: Collection of School Site Ownership Data and Documents" ("Workshop").

Through the Workshop, STO aims to (1) apprise public school principals as to how the ownership and/or possession documents of their respective schools are to be read and evaluated; and (2) show them how to fill out the comprehensive questionnaire that STO will use to gather school sites information.

The Workshop will be conducted twice to ensure that all participants will be able to attend. The first session will be held on **30 April 2026** at **9:00am to 12nn**. The second session will be held on **4 May 2026** at **9:00am to 12nn**.

The links for these sessions, to be conducted using MS Teams, are as follows:

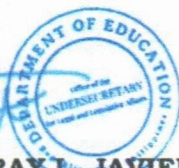
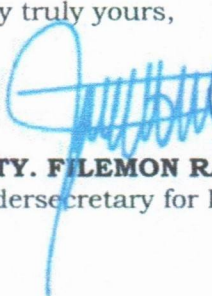
First Session: <https://bit.ly/48e3c47>
Second Session: <https://bit.ly/4tnUTuV>

In line with this, we respectfully invite you to attend the Workshop. Your attendance will provide valuable encouragement to the participants during the said event.

Your favorable response to this invitation would be greatly appreciated.

Thank you and we hope to see you there.

Very truly yours,



ATTY. FILEMON RAY D. JAVIER
Undersecretary for Legal and Legislative Affairs