



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

29 April 2026

**UNNUMBERED MEMORANDUM**

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

To: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached herewith is Memorandum OULLA-2026-1362, entitled Online Workshop for School Heads Re: Collection of School Site Ownership Data and Documents.
2. For your information, guidance, and widest dissemination.

  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

KMS/Memo\_ Online Workshop for School Heads Re: Collection of School Site Ownership Data and Documents  
S2-114377/04-29-2026



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APR 28 2026  
62-114377

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. In this regard, **all Public School Heads are hereby directed to attend and actively participate in the said Workshop**. Attendance is strictly 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. In view of the importance of this initiative, failure to attend the said Workshop shall be dealt with accordingly and may warrant the commencement of





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2026-1363

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

To: All Regional Directors  
All Schools Division Superintendents

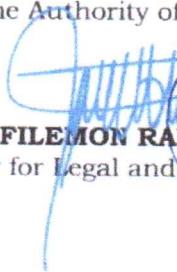
1. Pursuant to the Department's continuing mandate to ensure the proper collection, documentation, and validation of information relating to lands used as school sites, this Office shall conduct an **Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents ("Workshop")**.
2. To recall, 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. In this regard, all Regional Directors and Schools Division Superintendents are hereby **requested to exercise close supervision and coordination** with the schools within their respective territorial jurisdictions **to ensure the attendance and full participation** of all Principals and School Heads in the said Workshop.
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:  

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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](mailto:sto@deped.gov.ph).
8. Immediate and strict compliance with this Memorandum is hereby enjoined.

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**  
Undersecretary for Operations

**WILFREDO E. CABRAL**  
Undersecretary for Human Resource and Organizational Development