



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

7 May 2026

**UNNUMBERED MEMORANDUM**

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

TO : Assistant Schools Division Superintendent  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Unit Heads / Section Heads  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
All Others Concerned

1. Attached herewith is Office Order No.0010s. 2026 from the Office of the Undersecretary for Legal and Legislative Affairs, entitled "Submission of School Site Ownership Data and Documents through the Prescribed Questionnaire".
2. For your information, guidance, and widest dissemination.

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

KMS/Memo\_Submission of School Site Ownership Data and Documents through the Prescribed Template  
S2-114417/05-07-2026



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
**Telephone:** (043) 722-1840 / 722-1796  
**Email Address:** [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
**Website:** [www.depedbatangas.com](http://www.depedbatangas.com)



Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

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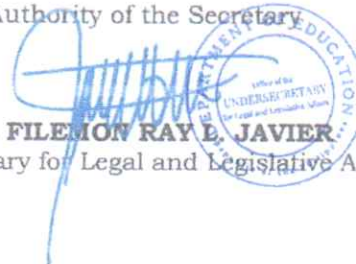
Office Order No. 0010  
Series of 2026

**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 L. JAVIER**  
Undersecretary for Legal and Legislative Affairs