



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

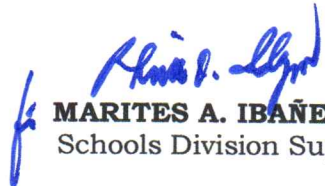
20 May 2026

UNNUMBERED MEMORANDUM

**FINAL AND NON-EXTENDIBLE DEADLINE FOR THE SUBMISSION OF SCHOOL
SITE OWNERSHIP DOCUMENTS**

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 the Office Order No. 0011, s, 2026 from the Office of the Undersecretary for Legal and Legislative Affairs dated May 18, 2026, entitled "Final and Non-Extendible Deadline for the Submission of School Site Ownership Documents".
2. For your information, guidance, and widest dissemination.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

KMS/Memo_Final Non-extendible deadline for the Submission of School Site Ownership Documents
S2-114504/5-20-2026



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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Handwritten: MAY 18 2026
52-11 4504

Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

Office Order No. 0011
Series of 2026

**FINAL NON-EXTENDIBLE DEADLINE FOR THE SUBMISSION OF
SCHOOL SITE OWNERSHIP DOCUMENTS**

To: Public School Heads

1. Relative to the Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents ("Workshop") conducted by the Sites Titling Office, all principals and school heads are hereby directed to complete and submit all available ownership documents, records, and supporting data pertaining to their respective school sites.
2. This Office notes that despite the lapse of the original submission deadline, a significant number of schools have not complied yet. In order to provide all concerned principals and school heads a final opportunity to comply, the **FINAL NON-EXTENDIBLE DEADLINE** for the submission of ownership documents through the prescribed questionnaire is hereby set on **22 May 2026 (Friday)**, at **5:00 p.m.**
3. All principals and school heads are hereby reminded that this shall be the **FINAL AND NON-EXTENDIBLE DEADLINE**. No further extension shall be granted after 22 May 2026. All concerned are expected to fully comply and ensure the completeness, accuracy, and timeliness of their submissions within the prescribed period.
4. In view of the importance of this initiative in protecting and securing the ownership and legal interests of the Department over school sites, all principals and school heads are directed to **extend full cooperation and ensure prompt compliance** with the required submissions and data validation activities issued by this Office.
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.
6. Immediate and strict compliance with this Memorandum is hereby **REQUIRED**.

For guidance and compliance.

By the Authority of the Secretary

(Handwritten Signature)

ATTY. FILEMON RAY L. JAVIER

Undersecretary for Legal and Legislative Affairs

