



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

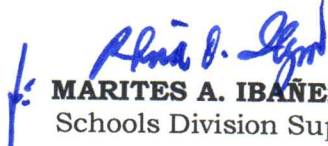
20 May 2026

UNNUMBERED MEMORANDUM

**FINAL DEADLINE FOR THE SUBMISSION OF SCHOOL SITE OWNERSHIP
DOCUMENTS AND COMMENCEMENT OF PHASE 2 OF THE SCHOOL SITES
TITLING INITIATIVES**

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 Memorandum OULLA-2026-1608 from the Office of the Undersecretary for Legal and Legislative Affairs dated May 18, 2026 entitled "Final Deadline for the Submission of School Site Ownership documents and commencement of Phase 2 of the School Sites Titling Initiatives".
2. For your information, guidance, and widest dissemination.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent

KMS/Memo_ Final Deadline for the Submission of School Site Ownership Documents and Commencement of Phase 2 of the School Sites Titling Initiatives
S2-114494/5-20-2026



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

Jed
MAY 18 2026
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MEMORANDUM
OULLA-2026-1608

FINAL DEADLINE FOR THE SUBMISSION OF SCHOOL SITE OWNERSHIP DOCUMENTS AND COMMENCEMENT OF PHASE 2 OF THE SCHOOL SITES TITLING INITIATIVE

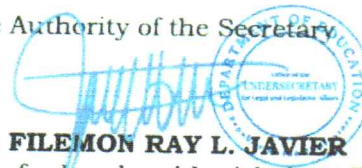
To: Public School Heads

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. In order to facilitate the timely consolidation, validation, and assessment of school site records nationwide, the **final deadline for submission** of ownership documents through the prescribed questionnaire shall be on **14 May 2026** at **5:00 p.m.** Principals and school heads are directed to ensure the completeness, accuracy, and timeliness of their submissions.
3. For reference and guidance, the recording of the Workshop may be accessed through the following YouTube link:

<https://www.youtube.com/live/sRih1aGzJYo?si=2DItMTo55PgolJAB>
4. Moreover, this Office reminds all principals and school heads that the **Phase 2 of this initiative shall commence on 18 May 2026**. This phase shall focus on the implementation of **Corrective Actions on Titling**, including the identification and requisition of documentary requirements necessary for the processing and/or transferring of titles for school sites. **Appropriate guidance shall be provided in a separate memorandum.**
5. 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.
6. 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.
7. Immediate and strict compliance with this Memorandum is hereby enjoined.

For guidance and compliance.

By the Authority of the Secretary



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



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-1608

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