



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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April 27, 2026

DIVISION MEMORANDUM  
SGOD No. 001, s. 2026

**DISSEMINATION OF ONLINE WORKSHOP FOR SCHOOL HEADS ON THE  
COLLECTION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS**

TO: Asst. Schools Division Superintendent  
Chiefs, Curriculum Implementation and  
School Governance Operations Divisions  
Legal Units  
School Site Focal Person  
Secondary and Elementary School Heads  
This Division

1. The Department of Education, through the Office of the Undersecretary for Legal and Legislative Affairs (OULLA), will conduct an Online Workshop on the proper collection, documentation, and validation of school site ownership data and related documents, pursuant to Memorandum OULLA-2026-1362.
2. This initiative aims to:
  - a. Ensure accurate records of land ownership and possession of school sites;
  - b. Address gaps and inconsistencies in documentation; and
  - c. Prevent legal and administrative issues.
3. All Public School Heads and Principals are required to attend and actively participate, as this is essential for proper data validation and the timely submission of property-related records.
4. The workshop will be conducted via Microsoft Teams on the following schedule:

First Session: April 30, 2026 | 9:00 AM – 12:00 NN - <https://bit.ly/48e3c47>  
Second Session: May 4, 2026 | 9:00 AM – 12:00 NN - <https://bit.ly/4tnUTuV>

Participants who are unable to attend the first session shall attend the second session.



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)



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5. For inquiries or further information, you may contact *Ms. Ernie P. Pama*, Education Program Supervisor, at (064) 562-4880 or via email at [ernie.pama@deped.gov.ph](mailto:ernie.pama@deped.gov.ph)

6. Immediate and wide dissemination of this Memorandum is desired.

  
**GIDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent



*EPP/SGOD/DM/ DISSEMINATION OF ONLINE WORKSHOP FOR SCHOOL HEADS ON THE COLLECTION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS/APRIL 27, 2026*

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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM  
OULLA-2026-1361

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

appropriate administrative disciplinary proceedings, in accordance with existing Civil Service and Department rules and regulations.

8. 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).
9. 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

*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