



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **280** s. 2026

06 MAY 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to Office Order No. 0010, s. 2026 issued by the Office of the Undersecretary for Legal and Legislative Affairs on the Submission of School Site Ownership Data and Documents through the Prescribed Questionnaire, this Office reiterates the directive to ascertain the complete and accurate submission of required data and documents on school site ownership.

2. This initiative supports the Department's continuing efforts to establish a reliable and updated database of school site ownership which shall serve as basis for future titling, documentation and infrastructure development projects.

3. In this regard, all School Heads are hereby directed to **accomplish the prescribed questionnaire on or before 11 May 2026, 5:00 PM** through the link below:

<https://forms.gle/E8pBnf348SuYJvhz6>

4. The Public Schools District Supervisor (PSDS) and the School Site Focal are hereby directed to exercise strict supervision, monitoring and coordination to check full compliance of all schools within their respective jurisdictions.

5. Failure to comply within the prescribed period shall be dealt with accordingly.

6. For clarifications, you may coordinate with the Sites Titling Office (STO) through email at sto@deped.gov.ph.

7. For information and strict compliance.

ANSELMO R. ALUDINO
Schools Division Superintendent

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent



Encl.: OULLA OO No. 0010, s. 2026

Reference:

To be included in the Perpetual Index
Under the following subject:

School Site Titling Documents

School Site Questionnaire/Legal-GVD
May 05, 2026



DepEd Batac City



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

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.
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