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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

28 April 2026

**DIVISION MEMORANDUM**

NO. 571, S. 2026

**DISSEMINATION OF MEMORANDUM OULLA-2026-1362  
(ONLINE WORKSHOP FOR SCHOOL HEADS RE: COLLECTION OF SCHOOL  
SITE OWNERSHIP DATA AND DOCUMENTS)**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others concerned

1. Attached is Memorandum OULLA-2026-1362 from the Office of the Undersecretary for Legal and Legislative Affairs, titled *online workshop for School Heads Re: Collection of School Site Ownership data and Documents*, for information and guidance of all concerned.

2. Please note that attendance at the workshop is mandatory as the matters to be discussed are essential to the accurate validation and timely submission of property-related records under your respective jurisdiction.

3. The workshop shall be conducted in two batches. The first session will be held on **30 April 2026** at 9am to 12:00nn through the Microsoft Teams provided below:

<https://bit.ly/48e3c47>

4. 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 provides below:

<http://bit.ly/4tnUTuV>

5. Immediate dissemination of this Memorandum is hereby enjoined.

*[Signature]*  
MA. JEANY T. ABAYON  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encls.: As stated

OSDS/LU/NA  
4/28/2026



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

**MEMORANDUM**  
**OULLA-2026-1362**

**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. Attendance to the Workshop is 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>**



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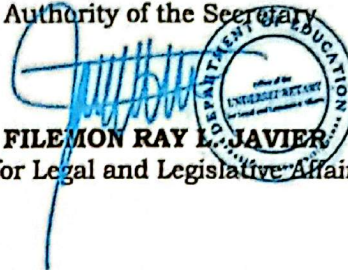
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7. For further information, inquiries may be directed to the **SITES TITLING OFFICE**, 3F Mabini Building, DepEd Complex, Meralco Ave., Pasig City, through email at [sto@deped.gov.ph](mailto:sto@deped.gov.ph).

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  
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**DR. MALCOLM S. GARMA**  
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