



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 308 , s. 2026

**ONLINE WORKSHOP FOR SCHOOL HEADS RE: COLLECTION OF SCHOOL SITE  
OWNERSHIP DATA AND DOCUMENTS**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public Elementary and Secondary School Heads

1. In connection with the communication from **Atty. Filemon Ray L. Javier, Undersecretary for Legal and Legislative Affairs** and in line with the Division's initiative to ensure accurate and comprehensive documentation of school site ownership, all public school heads are hereby invited to participate in the **Online Workshop on the Collection of School Site Ownership Data and Documents**.
2. This workshop aims to:
  - a. Apprise public school principals on how the ownership and/or possession documents of their respective schools are to be read and evaluated;
  - b. Provide guidance on how to properly accomplish the comprehensive questionnaire to be used by the School Titling Office (STO) in gathering school site information.
3. The workshop will be conducted in two (2) sessions:
  - First Session : April 30, 2026 (9:00 AM – 12:00 NN)  
Link : <https://bit.ly/48e3c47>
  - Second Session : May 04, 2026 (9:00 AM – 12:00 NN)  
Link : <https://bit.ly/4tnUTuV>
4. Please see attached document for more details.
5. Immediate dissemination of this Memorandum is desired.

For the SDS:

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

  
**AQUILINO T. MILAR JR. PhD, JD**  
Administrative Officer V 

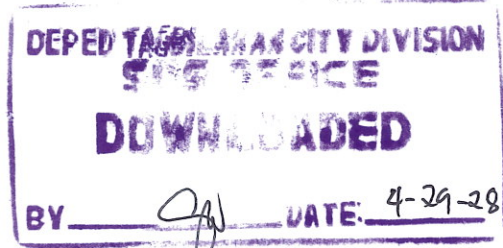
WDB/ATM/MDT



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H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph  
<http://www.depedtagbilaran.org>

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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

APR 28 2023

**ALL REGIONAL DIRECTORS**

This Department

Dear Regional Directors:

In relation to the Department's continuing mandate to ensure the proper collection, documentation, and validation of information relating to lands used as school sites, the Sites and Titling Office ("STO"), under the Office of the Undersecretary for Legal and Legislative Affairs, will conduct an online activity titled "Online Workshop for School Heads Re: Collection of School Site Ownership Data and Documents" ("Workshop").

Through the Workshop, STO aims to (1) apprise public school principals as to how the ownership and/or possession documents of their respective schools are to be read and evaluated; and (2) show them how to fill out the comprehensive questionnaire that STO will use to gather school sites information.

The Workshop will be conducted twice to ensure that all participants will be able to attend. The first session will be held on **30 April 2026 at 9:00am to 12nn**. The second session will be held on **4 May 2026 at 9:00am to 12nn**.

The links for these sessions, to be conducted using MS Teams, are as follows:

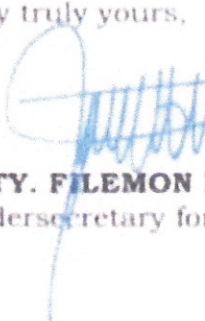

- First Session: <https://bit.ly/48e3c47>
- Second Session: <https://bit.ly/4tnUTuV>

In line with this, we respectfully invite you to attend the Workshop. Your attendance will provide valuable encouragement to the participants during the said event.

Your favorable response to this invitation would be greatly appreciated.

Thank you and we hope to see you there.

Very truly yours,

**ATTY. FILEMON RAY D. JAVIER**  
Undersecretary for Legal and Legislative Affairs



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