



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

Office of the Schools Division
Superintendent

May 07, 2026

DIVISION MEMORANDUM
No. 325 s. 2026

**SUBMISSION OF SCHOOL SITE DATA AND DOCUMENTS THROUGH THE
PRESCRIBED QUESTIONNAIRE ON OR BEFORE MAY 11, 2026, AT 5:00
PM THROUGH THE FOLLOWING LINK:**
<https://forms.gle/E8pBnf348SuYJvhz6>

To: All Public Elementary and Secondary School Principals
and School Heads

1. The **School Titling Office** successfully conducted the **Online Workshop for School Heads on the Collection of School Site Ownership Data and Document** held on April 30 to May 04, 2026, aimed to guide the principals and school heads in accurately identifying, classifying, and reporting ownership and possession documents of school sites.
2. Pursuant to Office Order No. 0010 s. 2026, all concerned principals and school heads are directed to accomplish the questionnaire accessible at the following link: <https://forms.gle/E8pBnf348SuYJvhz6>.
3. For further clarification, refer to the attached Office Order.
4. All concerned are hereby ordered for prompt and strict compliance of this memorandum.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



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(038)427-1702; (038)427-2506
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<http://www.depedtagbilaran.org>

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

From School Titling Office <sto@deped.gov.ph>

Date Tue 5/5/2026 6:45 PM

To Estela Carino <estela.carino@deped.gov.ph>; Benjamin Paragas <benjamin.paragas@deped.gov.ph>; Tolentino Aquino <tolentino.aquino@deped.gov.ph>; Carlito Rocafort <carlito.rocafort@deped.gov.ph>; Ronnie Mallari <ronnie.mallari@deped.gov.ph>; Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>; Cristito Eco <crisquito.eco@deped.gov.ph>; Cristito Eco <crisquito.eco001@deped.gov.ph>; Ramir Uytico <ramir.uytico@deped.gov.ph>; Arturo Bayocot <arturo.bayocot001@deped.gov.ph>; Salustiano Jimenez <salustiano.jimenez@deped.gov.ph>; Ronelo Al Firmo <ronelo.firmo@deped.gov.ph>; Ruth Fuentes <ruth.fuentes@deped.gov.ph>; Allan Farnazo <allan.farnazo@deped.gov.ph>; Alberto Escobarte <alberto.escobarte@deped.gov.ph>; Asuncion Maria Ines <mariaines.asuncion@deped.gov.ph>; Nicolas Capulong <nicolas.capulong@deped.gov.ph>; DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>

Cc Jolina Gammad <jolina.gammad@deped.gov.ph>; Leomar Ladonga <leomar.ladonga@deped.gov.ph>; Jenny Marx Manicad <jenny.manicad@deped.gov.ph>; Fritzie Monilla <fritzie.monilla@deped.gov.ph>; School Titling Office - Field Offices <sto.fieldoffices@deped.gov.ph>; Angel Joy Quitariorio <angel.uitariorio@deped.gov.ph>

1 attachment (306 KB)

Office Order No. 0010_Submission of School Site ownership Data and Documents through prescribed questionnaire.pdf



To: **ALL REGIONAL DIRECTORS**
ALL SCHOOL DIVISION SUPERINTENDENT

1. Pursuant of 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.

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RAYL · JAVIER R Undersecretary for Legal and Legislative Affairs



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

Office Order No. 0010
Series of 2026

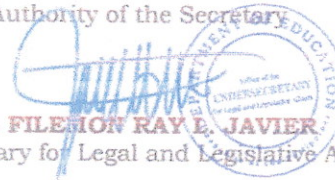
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By the Authority of the Secretary



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