



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

Office of the Schools Division  
Superintendent

May 19, 2026

DIVISION MEMORANDUM

No. 366 s. 2026

**FINAL NON-EXTENDIBLE DEADLINE FOR SUBMISSION OF SCHOOL  
SITE DATA AND DOCUMENTS THROUGH THE PRESCRIBED  
QUESTIONNAIRE ON OR BEFORE MAY 22, 2026 (FRIDAY), AT 5:00 PM  
THROUGH THE FOLLOWING LINK:**

<https://forms.gle/E8pBnf348SuYJvhz6>

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

1. 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>.
2. The original deadline for the foregoing submission was May 11, 2026. Nevertheless, significant number of schools of Tagbilaran City Division have not complied yet (see attached list).
3. To provide all concerned school principals and school heads a final period to comply, the School Titling Office issued an Office Order No. 011 s. 2006 setting a **FINAL NON-EXTENDIBLE DEADLINE** for the submission of ownership documents through the prescribed questionnaire accessible through the link given herein, on **MAY 22, 2026, (FRIDAY) until 5:00 PM.**
4. For further clarification, refer to the attached Office Order.
5. All concerned principals and school heads are hereby ordered to promptly and strictly comply this memorandum.

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



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<http://www.depedtagbilaran.org>

Compliant & Non-Compliant School... Search for tools, help, and more (Alt + Q)

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Calibri (Body) 11 B A ... General

Region	Division	School ID	School Name
AS262	Region VII		
5245	Region VII	Danao City	Ramon M. Durano Sr. Foundation - Science and Technology Education Center
5246	Region VII	Tagbilaran City	Booy South Elementary School
5247	Region VII	Tagbilaran City	Cabawan Elementary School
5248	Region VII	Tagbilaran City	City East Elementary School
5249	Region VII	Tagbilaran City	Cogon Elementary School
5250	Region VII	Tagbilaran City	Dao Elementary School
5251	Region VII	Tagbilaran City	Eastern Cogon Elementary School
5252	Region VII	Tagbilaran City	Manga Elementary School
5253	Region VII	Tagbilaran City	Mansasa Elementary School
5254	Region VII	Tagbilaran City	Tiptip Elementary School
5255	Region VII	Tagbilaran City	Ubujan Elementary School
5256	Region VII	Tagbilaran City	Tagbilaran City Central School SPED Center
5257	Region VII	Tagbilaran City	Dr. Cecilio Putong NHS (Bohol NHS)
5258	Region VII	Tagbilaran City	Manga National High School
5259	Region VII	Tagbilaran City	Tagbilaran City Science High School
5260	Region VII	Tagbilaran City	City of Tagbilaran National High School
5261	Region VII	Tagbilaran City	Taloto National High School
5262	Region VII	Tagbilaran City	Cogon National High School
5263	Region VII	Tagbilaran City	Tagbilaran High School for the Hearing Impaired
5264	Region VII	Talisay City	Vicenta A. Manreal Elementary School

COMPLIANT SCHOOLS UNIDENTIFIED SCHOOL ID NON-COMPLIANT SCHOOLS SUMMARY

Detail1 PLANNING SY 2024-2025 +

Web App Statistics

File's history

**Office Order No. 0011: FINAL NON-EXTENDIBLE DEADLINE FOR THE SUBMISSION OF SCHOOL SITE OWNERSHIP DOCUMENTS**

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

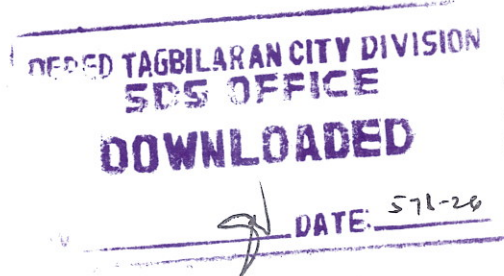
Date Mon 5/18/2026 1:39 PM

- To DEPED ABRA <abra@deped.gov.ph>; DEPED APAYAO <apayao@deped.gov.ph>; Benguet Deped Car <benguet@deped.gov.ph>; DEPED IFUGAO <ifugao@deped.gov.ph>; DEPED MT PROVINCE <mt.province@deped.gov.ph>; Baguio City <baguio.city@deped.gov.ph>; DEPED TABUK CITY <tabuk.city@deped.gov.ph>; DEPED KALINGA <kalinga@deped.gov.ph>; DEPED CALOOCAN CITY <caloocan.city@deped.gov.ph>; DEPED LAS PINAS CITY <laspinas.city@deped.gov.ph>; DEPED MAKATI CITY <makati.city@deped.gov.ph>; DEPED MALABON CITY <malabon.city@deped.gov.ph>; SDO MANDALUYONG <sdo.mandaluyong@deped.gov.ph>; DEPED MANILA <manila@deped.gov.ph>; SDO MARIKINA <sdo.marikina@deped.gov.ph>; DEPED NAVOTAS CITY <navotas.city@deped.gov.ph>; DEPED PARANAQUE CITY <paranaque.city@deped.gov.ph>; sdo.muntinlupa@gmail.com <sdo.muntinlupa@gmail.com>; DEPED PASAY CITY <deped.pasay@deped.gov.ph>; DEPED PASIG CITY <pasig.city@deped.gov.ph>
- Cc 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>; RONNIE MALLARI <ronnie.mallari001@deped.gov.ph>; Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>; Cristito Eco <crisito.eco@deped.gov.ph>; Cristito Eco <crisito.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>; Jocelyn Andaya <jocelyn.andaya005@deped.gov.ph>; DEPED I ILOCOS REGION <region1@deped.gov.ph>

1 attachment (417 KB)

Office Order No. 0011, Series of 2026\_Final Non-Extendible Deadline for the Submission of School Site Ownership Documents.pdf;

**Office Order No. 0011  
Series of 2026**



**FINAL NON-EXTENDIBLE DEADLINE FOR THE SUBMISSION OF SCHOOL SITE OWNERSHIP DOCUMENTS**

To: Public School Heads

1. Relative to the Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents (“Workshop”) conducted by the Sites Titling Office, all principals and school heads are hereby directed to complete and submit all available ownership documents, records, and supporting data pertaining to their respective school sites.

2. This Office notes that despite the lapse of the original submission deadline, a significant number of schools have not complied yet. In order to provide all concerned principals and school heads a final opportunity to comply, the **FINAL NON-EXTENDIBLE DEADLINE** for the submission of ownership documents through the prescribed questionnaire is hereby set on **22 May 2026 (Friday)**, at **5:00 p.m.**
3. All principals and school heads are hereby reminded that this shall be the **FINAL AND NON-EXTENDIBLE DEADLINE**. No further extension shall be granted after 22 May 2026. All concerned are expected to fully comply and ensure the completeness, accuracy, and timeliness of their submissions within the prescribed period.
4. In view of the importance of this initiative in protecting and securing the ownership and legal interests of the Department over school sites, all principals and school heads are directed to **extend full cooperation and ensure prompt compliance** with the required submissions and data validation activities issued by this Office.
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](mailto:sto@deped.gov.ph).
6. Immediate and strict compliance with this Memorandum is hereby **REQUIRED**.

For guidance and compliance.

By the Authority of the Secretary

**ATTY. FILEMON RAY L. JAVIER**

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. 0011  
Series of 2026

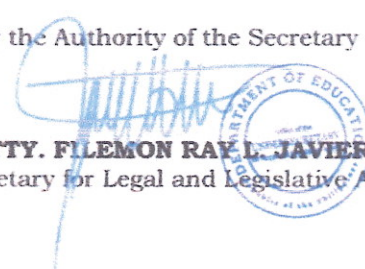
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