



Republic of the Philippines
Department of Education
CARAGA REGION

MAY 12, 2026

REGIONAL MEMORANDUM

No. 0447, s. 2026

To: Schools Division Superintendents
Legal Officers
School Heads
All Others Concerned

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

- Following the online workshops conducted by the Sites and Titling Office (STO) on April 30 and May 4, 2026, all Legal Officers, Technical Assistants In-Charge in School Site Titling, and School Heads are directed to ensure the complete and accurate accomplishment of the prescribed questionnaire on or before May 11, 2026, at 5:00 p.m. via <https://forms.gle/E8pBnf348SuYJvhz6>
- This activity aims to develop an updated and reliable database of school site ownership to serve as a primary reference for the Department's future titling, documentation, and infrastructure development initiatives.
- The following is the list of number of schools per SDO required to accomplish the prescribed questionnaire.

SDO	No. of Schools	SDO	No. of Schools
Agusan del Norte	209	Dinagat Island	144
Agusan del Sur	521	Siargao	145
Bayugan City	71	Surigao City	87
Bislig City	70	Surigao del Norte	202
Butuan City	139	Surigao del Sur	453
Cabadbaran City	35	Tandag City	32

- For inquiries, please contact **Mr. Zap Parcon Ranes**, School Site Titling Technical Assistant, Education Support Service Division, at ziddallanpatrick@deped.gov.ph or 09157086018.
- Immediate and wide dissemination of this memorandum to all concerned is desired.

MARIA INES C. ASUNCION

Director IV
Regional Director

ESSD/mlbv
05/06/2026



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**

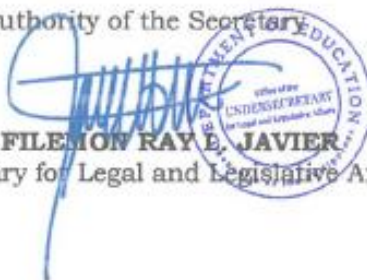
To: All Regional Directors
All Schools Division Superintendents

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/ESpBnf348SuYJvhz6>

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 E. JAVIER
Undersecretary for Legal and Legislative Affairs