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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

07 May 2026

Regional Memorandum

No. 315 s. 2026

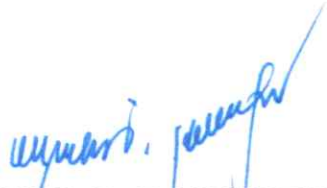

**SUBMISSION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS
THROUGH THE PRESCRIBED QUESTIONS**

To **Schools Division Superintendents**
All Others Concerned

1. Attached is the Office Order No. 0010, titled "Submission of School Site Ownership Data and Documents through the Prescribed Questions," for reference.
2. Attention is invited to the directives to accomplish the questionnaire on or before **11 May 2026, at 5:00 PM** through the following link:

<https://forms.gle/E8pBnf348SuYJvhz6>

3. For widest dissemination and strict compliance.


CARLITO D. ROCAFORT
Director IV 

ORDLUJ/MY



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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**

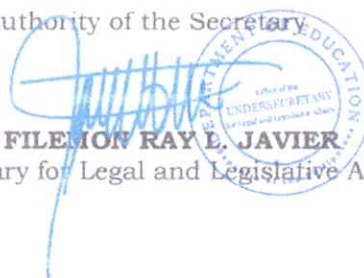
To: All Regional Directors
All Schools Division Superintendents

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/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.

By the Authority of the Secretary



Office of the
UNDERSECRETARY
for Legal and Legislative Affairs

ATTY. FILEMON RAY E. JAVIER

Undersecretary for Legal and Legislative Affairs