



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF SAGAY CITY**

APR 29 2026

**DIVISION MEMORANDUM**

No. 305, s. 2026

**DISSEMINATION AND COMPLIANCE WITH REGIONAL MEMORANDUM NO. 410, S. 2026 (ONLINE WORKSHOP ON SCHOOL SITE OWNERSHIP DATA)**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors – CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to Regional Memorandum No. 410, s. 2026 dated April 27, 2026, this Office hereby disseminates the conduct of the *Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents*, issued by the Office of the Undersecretary for Legal and Legislative Affairs (OULLA).
2. The said workshop aims to address existing gaps, inconsistencies, and deficiencies in school site ownership documentation which may expose the Department to legal and administrative risks. It will also orient School Heads on the proper evaluation of school site ownership or possession documents and the accurate completion of the required school site information questionnaires.
3. The workshop shall be conducted online via Microsoft Teams in two (2) batches, as follows:
  - **Batch 1:** April 30, 2026 (Thursday), 9:00 AM – 12:00 NN  
**Meeting Link:** <https://bit.ly/48e3c47>
  - **Batch 2:** May 4, 2026 (Monday), 9:00 AM – 12:00 NN  
**Meeting Link:** <https://bit.ly/4tnUTuV>
4. All School Heads are required to attend one (1) session only. Those who are unable to attend Batch 1 shall ensure their participation in Batch 2.
5. It is understood that, in the conduct of this activity, the Equal Opportunity Principle (EOP) shall be observed, ensuring that there shall be no discrimination on account of age, gender, civil status, disability, religion, school affiliation, or other similar factors or personal circumstances.
5. Immediate, wide dissemination and compliance of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**  
OIC – Schools Division Superintendent



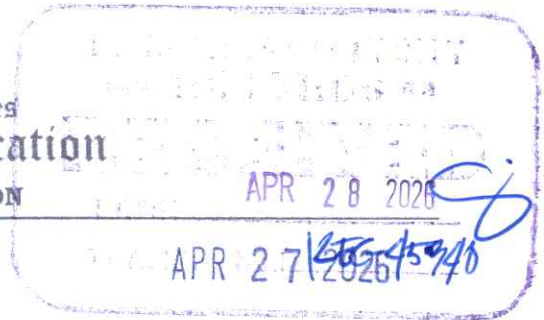
Enclosure: Regional Memorandum No. 410, s. 2026  
Reference: Memorandum OULLA-2026-1363  
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To be indicated in the **Perpetual Index**  
**ORIENTATION** **LEGAL**



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Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION



**REGIONAL MEMORANDUM**

No. 410, s. 2026

**DISSEMINATION OF MEMORANDUM OULLA-2026-1363  
 (ONLINE WORKSHOP ON SCHOOL SITE OWNERSHIP DATA)**

TO: OIC- Assistant Regional Director  
 Schools Division Superintendents  
 All Others Concerned

1. Attached is a copy of the Memorandum OULLA-2026-1363 from the Office of the Undersecretary for Legal and Legislative Affairs, relative to the conduct of the *Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents*.
2. The workshop aims to address documentation deficiencies and legal risks by teaching participants how to evaluate school site ownership documents and complete the required site information questionnaires.
3. The workshop will be conducted in two batches from 9:00 AM to 12:00 NN. The School Heads must attend one of the following sessions:

Batch	Date	Meeting Link
Batch 1	April 30, 2026	<a href="https://bit.ly/48e3c47">https://bit.ly/48e3c47</a>
Batch 2	May 4, 2026	<a href="https://bit.ly/4tnUTuV">https://bit.ly/4tnUTuV</a>

4. All Schools Division Superintendents are hereby mandated to exercise close supervision to ensure the full participation of all School Heads within their respective jurisdictions.

5. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
 Regional Director

Encl.: As stated  
 Reference: As stated



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Republic of the Philippines  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS**

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MEMORANDUM  
OULLA-2026-1303

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

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 shall conduct an **Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents ("Workshop")**.
2. To recall, the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) is currently facilitating the comprehensive gathering, verification, and consolidation of information and documents evidencing ownership, possession, and legal status of lands used by DepEd as school sites. This effort seeks to address existing gaps, inconsistencies, or deficiencies in documentation which may expose the Department to legal and administrative risks.
3. As its first step in data gathering, OULLA, through its Sites and Tiling Office, will conduct a Workshop to be attended by all Principals and School Heads. This Workshop aims to appraise all participants as to how the ownership or possession documents of their respective schools are to be read and evaluated. Further, the Workshop will show how the comprehensive questionnaire relating to school sites information should be answered.
4. In this regard, all Regional Directors and Schools Division Superintendents are hereby **requested to exercise close supervision and coordination** with the schools within their respective territorial jurisdictions **to ensure the attendance and full participation** of all Principals and School Heads in the said Workshop.
5. The Workshop shall be conducted in two batches. The **first session** will be held on **30 April 2026** at **9:00am to 12:00nn** through the **Microsoft Teams link** provided below:


<https://bit.ly/48e3c47>

6. Those unable to join the first session shall join the **second session**, which will be held on **4 May 2026** at **9:00am to 12:00nn** through the Microsoft Teams link provided below:

<https://bit.ly/4tnUTuV>

7. For further information, inquiries may be directed to the **SITES TITLING OFFICE**, 3F Mabini Building, DepEd Complex, Meralco Ave., Pasig City, through email at [stoo@deped.gov.ph](mailto:stoo@deped.gov.ph).
8. Immediate and strict compliance with this Memorandum is hereby enjoined.

By the Authority of the Secretary

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



*Copy furnished*

**ATTY. FATIMA LIPP D. PANONTONGAN**

Undersecretary and Chief of Staff  
Office of the Undersecretary

**ATTY. PETER IRVING C. CORVERA**

Undersecretary for Senior Personnel Oversight  
Office of the Secretary

**DR. MALCOLM S. GARMA**

Undersecretary for Operations

**WILFREDO E. CABRAL**

Undersecretary for Human Resource and Organizational Development