



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

April 27, 2026

DIVISION MEMORANDUM

No. 237, s. 2026

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

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Heads of Public and Private Elementary, Secondary,
and Integrated Schools
All Others Concerned

- Attached herein is **DepEd Memorandum No. OULLA-2026-1362** issued by the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) titled “*Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents (Workshop)*”.
- Anent to this, the scheduled date, time and MS Teams link for the aforementioned activity are as follows:

PARTICIPANTS	DATE	TIME	MICROSOFT TEAMS LINK
BATCH 1	APRIL 30, 2026	9:00 AM TO 12:00 NN	https://bit.ly/48e3c47
BATCH 2	MAY 04, 2026	9:00 AM TO 12:00 NN	https://bit.ly/4tnUTuV

- The participants of this activity are the **School Heads of all public elementary, secondary and integrated schools**. Attendance to the Workshop is **MANDATORY**.
- The workshop aims to facilitate the comprehensive gathering, verification, and consolidation of information and documents evidencing ownership, possession and legal status of lands used by DepEd as school sites.
- The immediate and widest dissemination of this memorandum is desired.


Dr. FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-1362

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

To: Public School Heads and Principals

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. 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 Titling 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. Attendance to the Workshop is mandatory as the matters to be discussed are essential to the accurate validation and timely submission of property-related records under your respective jurisdictions.
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>



3F Mabini Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 86338925 / (02) 86374611 |
Email Address: oulla@deped.gov.ph | Website: www.deped.gov.ph

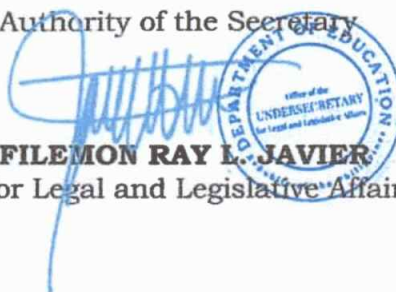
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7. For further information, inquiries may be directed to the **SITES TITLING OFFICE**, 3F Mabini Building, DepEd Complex, Meralco Ave., Pasig City, through email at sto@deped.gov.ph.

For guidance and compliance.

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

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