



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2026 0042

To: Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Legal Officer III
School Heads, Public Elementary and Secondary
All Others Concerned

Subject: **COMPLIANCE TO THE OFFICE ORDER ON SUBMISSION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS THROUGH THE PRESCRIBED QUESTIONNAIRE**

Date: May 06, 2026

1. Herewith is Office Order No. 0010 from the Office of the Undersecretary for Legal and Legislative Affairs on the **Submission of School Site Ownership Data and Documents through the Prescribed Questionnaire**.
2. School heads are directed to accomplish the questionnaire on or before **May 11, 2026, at 5:00 o'clock** in the afternoon through <https://forms.gle/E8pBnf348SuYJvhz6> and fill out the link to monitor their compliance <https://forms.gle/j7fHkWWehCm495JC7>
3. The Equal Opportunity Principle (EOP) shall be always employed where all individuals are fully recognized regardless of gender, religion, ethnicity and political affiliation, in the provision of development opportunities for Learners and Personnel.
4. For immediate dissemination, and compliance.

REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

DR. EDUARD C. AMOGUIS
Chief Education Supervisor
Curriculum Implementation Division



OSDS/LS/VOG/cmsd

FN: Compliance to the Office Order on Submission of School Site Ownership Data and Documents



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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

ATTY. FILEMON RAY E. JAVIER

Undersecretary for Legal and Legislative Affairs