



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

APR 27 2026

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	https://bit.ly/48e3c47
Batch 2	May 4, 2026	https://bit.ly/4tnUTuV

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

MEMORANDUM

OULLA-2026-1363

**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 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. 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:

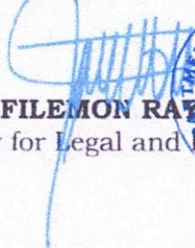
<https://bit.ly/48e3c47>

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 sto@deped.gov.ph.
8. Immediate and strict compliance with this Memorandum is hereby enjoined.

By the Authority of the Secretary


ATTY. FILEMON RAY L. XAVIER
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