



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

APR 27 2026

**DIVISION MEMORANDUM**

No. 184, s. 2026

**REITERATION OF MEMORANDUM NO. OULLA-2026-1362**

**“ONLINE WORKSHOP FOR SCHOOL HEADS ON THE COLLECTION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS”**

**To:** Public Schools District Supervisors  
All Public School Heads and Principals  
All Others Concerned

1. This is to inform **all Public School Heads and Principals of Elementary and Secondary Schools** that, pursuant to Memorandum No. OULLA-2026-1362 issued by the Office of the Undersecretary for Legal and Legislative Affairs (OULLA), of the **Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents**, which aims to gather, verify, and validate ownership and possession documents of lands used by DepEd as school sites.
2. The Online Workshop shall be held in two (2) batches via Microsoft Teams, to wit:

<b>FIRST SESSION</b>	<b>APRIL 30, 2026</b> at <b>9:00 am – 12:00 noon</b>	Online Link via MS TEAMS: <b><a href="https://bit.ly/48e3c47">https://bit.ly/48e3c47</a></b>
<b>SECOND SESSION</b>	<b>MAY 4, 2026</b> at <b>9:00 am – 12:00 noon</b>	Online Link via MS TEAMS: <b><a href="https://bit.ly/4tnUTuV">https://bit.ly/4tnUTuV</a></b>

3. Those unable to attend the first session shall join the second session.
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. Attached herewith is Memorandum No. OULLA-2026-1362, for your reference and guidance.

For your compliance.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent 



Republic of the Philippines

**Department of Education**

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

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**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:

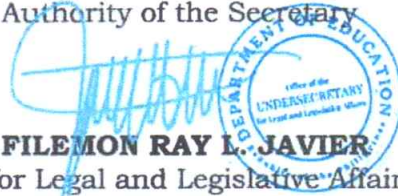
**<https://bit.ly/4tnUTuV>**

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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](mailto: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

**ATTY. PETER IRVING C. CORVERA**  
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**DR. MALCOLM S. GARMA**  
Undersecretary for Operations

**WILFREDO E. CABRAL**  
Undersecretary for Human Resource and Organizational Development