



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

JUN 30 2026

**DIVISION MEMORANDUM**  
No. 305, s. 2026

**ACCESS TO CONSOLIDATED SCHOOL OWNERSHIP DOCUMENTS AND  
COMPLETE STAFF WORK REPORTS**

To: Assistant Schools Division Superintendent  
Chiefs of Division  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
All Others Concerned

1. In support of the Schools Division Office of Bataan's continuing efforts to ensure proper management and documentation of school properties, all School Heads are hereby informed that the updated school ownership documents, complete staff work reports, and recommendations based on the site validation conducted by the Technical Assistants of Schools in SDO Bataan have been consolidated and uploaded in an online repository.
2. The repository may be accessed by scanning the QR code below:



<https://tinyurl.com/4nz5z2ww>

3. School Heads are encouraged to review the documents pertaining to their respective schools and take appropriate action on the findings and recommendations indicated in the staff work reports to facilitate the resolution of school site ownership concerns and related issues.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

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