



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026- 459

To : SGOD and CID Chiefs
Public Schools District Supervisors
All Public Elementary and Secondary School Heads

Subject : **DISSEMINATION OF OFFICE ORDER NO. 0014, S. 2026:
VERIFICATION OF THE ABSENCE OF OWNERSHIP
DOCUMENTS PERTAINING TO PUBLIC SCHOOL SITES**

Date : September 1, 2026

Herewith is the Office Order No. 0014, s. 2026 dated August 24, 2026, issued by the Office of the Undersecretary for Legal and Legislative Affairs (OULLA), titled "*Verification of the Absence of Ownership Documents Pertaining to Public School Sites*" directing concerned School Heads to undertake the necessary verification of the ownership status of their respective school sites.

In line with this, concerned School Heads or their authorized representatives are directed to conduct the necessary verification and accomplish the appropriate attached form based on the result thereof, with supporting documents, when available. The accomplished form, together with the available supporting documents, shall be submitted **on or before September 1, 2026**, through the following Google Form link: <https://bit.ly/4gsF7uN>.

Strict compliance with this Memorandum is hereby enjoined.

MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent

For and in the absence of SDS:

DepEd Schools Division of Digos City
RECORDS SECTION
20-087081
DATE: 01 SEP 2026 TIME: 2:49pm
BY:

SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor, SGOD
Officer-In-Charge

SGOD/YFP - jimm



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Republic of the Philippines
Department of Education
DAVAO REGION



August 25, 2026

REGIONAL MEMORANDUM
ORD-2026-099

DISSEMINATION OF OFFICE ORDER NO. 0014, SERIES OF 2026: "VERIFICATION
OF THE ABSENCE OF OWNERSHIP DOCUMENTS PERTAINING TO
PUBLIC SCHOOL SITES"

To: Assistant Regional Director
Schools Division Superintendents

1. Herewith is the **Office Order No. 0014, s. 2026**, issued by the Office of the Undersecretary for Legal and Legislative Affairs (OULLA), entitled "**Verification of the Absence of Ownership Documents Pertaining to Public School Sites**", directing concerned School Heads to undertake the necessary verification of the ownership status of their respective school sites.

2. In line with this, concerned School Heads or their authorized representatives are directed to conduct the necessary verification and accomplish the appropriate attached form based on the result thereof, with supporting documents, when available. The accomplished form, together with the available supporting documents, shall be submitted **on or before September 1, 2026**, through the following Google Form link:

<https://bit.ly/4gsF7uN>

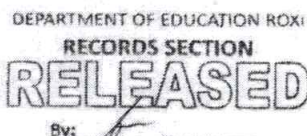
3. Schools Division Offices (SDOs) are likewise enjoined to extend the necessary assistance and coordination to ensure the timely verification and submission of the required forms and supporting documents.

4. Immediate dissemination of the Memorandum is desired.

MARIA INES C. ASUNCION
Director IV

Enclosed: As Stated

ORD/LU5/jam



Digitally signed by
Records Section
Date: 2026.08.26 09:03:06 +0800



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

Office Order No. 0014

Series of 2026

August 24, 2026

**VERIFICATION OF THE ABSENCE OF OWNERSHIP DOCUMENTS
PERTAINING TO PUBLIC SCHOOL SITES**

To: Concerned Public School Heads

1. Pursuant to the Department's continuing mandate to establish and update the ownership records of public-school sites of the Department of Education (DepEd), **all School Heads who have yet to submit ownership documents to the Sites Titling Office (STO) of this Department because their respective school sites have no ownership documents currently on record of the DepEd** are hereby directed to verify, personally or through an authorized representative, with the appropriate government offices whether ownership records pertaining to their respective school sites exist.
2. Accordingly, the concerned School Heads or their authorized representatives shall coordinate and inquire with the following offices, as applicable:
 - a. Register of Deeds;
 - b. Land Registration Authority;
 - c. Provincial/City/Municipal Assessor's Office;
 - d. Department of Environment and Natural Resources (DENR), including the Community Environment and Natural Resources Office (CENRO) or Provincial Environment and Natural Resources Office (PENRO), where applicable; and
 - e. Other concerned government offices that may have records relating to the ownership or disposition of the school property.
3. The purpose of this is to confirm whether ownership documents such as Original Certificates of Title, Transfer Certificates of Title, tax declarations, patents, survey records, or any other pertinent land ownership records exist for the subject school site.
4. Upon verification with the concerned agencies, the concerned School Head shall accomplish, sign, and submit the appropriate attached template, as follows:

Attachment 1 – Undertaking of Verification (No ownership documents)

This undertaking shall be accomplished if the School Head or his authorized representative has completed the verification with the concerned office/s and has confirmed that there are really **no ownership documents** for the subject school site. The undertaking shall indicate the office/s visited and certify that the verification was conducted and yielded no existing ownership records.

Attachment 2 – Undertaking of Verification (With ownership documents)

This undertaking shall be accomplished if the School Head or his authorized representative has completed the verification with the concerned office/s and has confirmed that there are **existing** ownership records for the subject site.

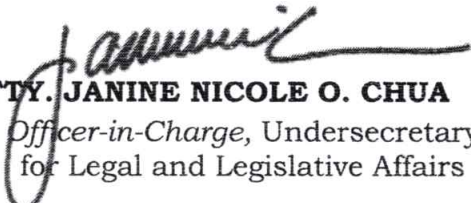
Attachment 3 – Certification on Pending Verification Result

This shall be accomplished if the concerned office has informed the School Head or the authorized representative that the official result of the verification will be released after a specified processing period. The School Head shall indicate the office visited, the number of days provided for the release of the result/certification and undertake to immediately inform the Sites Titling Office upon the receipt thereof and submit the corresponding supporting document.

5. School Heads and their authorized representative are enjoined to exercise diligence in conducting the verification and to ensure that all inquiries are properly documented. Copies of certifications, acknowledgments, claim stubs, receipts, or other documents issued by the concerned offices shall be attached, whenever available, to support the undertaking.
6. Submission of the accomplished template, together with all available supporting documents, shall be made **on or before 1 September 2026** via the following Google form link: <https://bit.ly/4gsF7uN>.
7. For school heads who have yet to submit the required documents because they are still awaiting their release from the concerned agencies, they shall commit to uploading the documents through the same Google form link **immediately** upon receipt thereof.
8. Strict compliance with this Memorandum is hereby enjoined.

For guidance and compliance.

By the Authority of the Secretary


ATTY. JANINE NICOLE O. CHUA
*Officer-in-Charge, Undersecretary
for Legal and Legislative Affairs*

UNDERTAKING

I, _____, of legal age, Filipino, School Head of _____ with School ID No. _____, and office address at _____, hereby undertake and state that:

1. I or my Authorized Representative _____ (*name and position of representative, if any*) was tasked by the Sites Titling Office (STO) of the Department of Education with providing the documents pertaining to the ownership status of _____ (*school name*).

2. Upon checking with the following government office(s):

- ☐ Registry of Deeds of _____
- ☐ Department of Environment and Natural Resources
- ☐ Provincial/City/Municipal Assessor's Office of _____
- ☐ Land Registration Authority
- ☐ Others: please specify _____,

it was ascertained that the aforementioned school site has **NO RECORD** of any document pertaining to the ownership status of the said school site, as evidenced by the relevant certifications attached to this submission (*if any*).

3. I took all the necessary steps to ascertain the existence of any ownership documents or documents of possession pertaining to the said school site.

4. I am executing this Undertaking to confirm my commitment to comply with the foregoing.

Executed this _____ day of _____, 20____ in _____.

School Head

UNDERTAKING

I, _____, of legal age, Filipino, School Head of _____ with School ID No. _____, and office address at _____, hereby undertake and state that:

1. I or my Authorized Representative _____ (*name and position of representative, if any*) was tasked by the Sites Titling Office (STO) of the Department of Education with providing the documents pertaining to the ownership status of _____ (*school name*).

2. Upon checking with the following government office(s):

- ☐ Registry of Deeds of _____
- ☐ Department of Environment and Natural Resources
- ☐ Provincial/City/Municipal Assessor's Office of _____
- ☐ Land Registration Authority
- ☐ Others: please specify _____,

it was ascertained that abovementioned school site has the following ownership documents, a copy of which is attached to this Undertaking:

Agency	Document

3. I took all the necessary steps in order to ascertain the existence of any ownership documents or documents of possession pertaining to the said school site.

4. I am executing this Undertaking to confirm my commitment to comply with the foregoing.

Executed this _____ day of _____, 20____ in _____.

School Head

UNDERTAKING

I, _____, of legal age, Filipino, School Head of _____ with School ID No. _____, and office address at _____, hereby undertake and state that:

1. I or my Authorized Representative _____ (*name and position of representative, if any*) was tasked by the Sites Titling Office (STO) of the Department of Education with providing the documents pertaining to the ownership status of _____ (*school name*).
2. In the performance of my duties, I or my authorized representative have made inquiries with the following government office(s) to verify the ownership status of the abovementioned school site:
 - ☐ Registry of Deeds of _____
 - ☐ Department of Environment and Natural Resources
 - ☐ Provincial/City/Municipal Assessor's Office of _____
 - ☐ Land Registration Authority
 - ☐ Others: please specify _____
3. The concerned government office(s) advised that the results of the verification and/or requested records will be available after ____ day(s);
4. I hereby undertake to **immediately** inform the STO of the result of the foregoing verification and to submit any ownership or possession document obtained from the concerned government office(s) upon receipt thereof; and
5. I am executing this Undertaking to confirm my commitment to comply with the foregoing.

Executed this ____ day of _____, 20__ in _____.

School Head