



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

DIVISION MEMORANDUM

No. **08-249**, s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Public School District Supervisor
Private and Public Elementary and Secondary School Heads
All Other Concerned

REITERATION OF THE MEMORANDUM OULLA-2026-2531 RE: VERIFICATION OF THE ABSENCE OF OWNERSHIP DOCUMENTS PERTAINING TO PUBLIC SCHOOL SITES

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.

The following are the schools with no ownership documents on record with the DepEd:

Name of School

District

1. **Consolacion Elementary School**
2. **Daku Elementary School**

**Pilar
General Luna**

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. DENR, CENRO, or 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 Heads 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





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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, acknowledgements, 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 September 1, 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.


MANUEL O. CABERTE
Schools Division Superintendent

Encl/s: As stated
Reference/s: MEMORANDUM OULLA-2026-2531

OSDS/JMCN
08/25/2026