



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 25, 2026

REGIONAL MEMORANDUM

No. **1073** s. 2026

**SUBMISSION OF OWNERSHIP DOCUMENTS OF SCHOOLS WITHOUT
SUBMISSIONS TO THE SITES TITLING OFFICE (STO)**

To: Schools Division Superintendents
Concerned Public School Heads
All Others Concerned

1. Attached is **Office Order No. 0014 Series of 2026** from the Office of the Undersecretary for Legal and Legislative Affairs, DepEd Complex, Meralco Avenue, Pasig City, concerning all school heads who have yet to submit ownership documents to the Sites Titling Office (STO).
2. Immediate dissemination of and strict compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director



Enclosures: Memorandum, Attachment 1, Attachment 2, Attachment 3

References: None

To be indicated in the Perpetual Index under the following subjects:

School sites Submission Ownership Documents

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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.

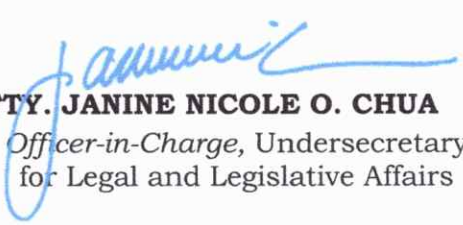
Attachment 3 – Certification on Pending Verification Result

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