



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

February 3, 2026

DIVISION MEMORANDUM

No. 56 s. 2026

ONLINE INVENTORY OF SCHOOL OWNERSHIP DOCUMENTS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors and Division Coordinators
Public Schools District Supervisors and OIC-PSDSs
Public Elementary School Heads
Public Secondary School Heads
All others concerned

1. In line with the data-cleansing program initiated by the Legal Unit of the Schools Division Office of Sorsogon, all **Public Elementary and Secondary School Heads** are hereby directed to complete the **Online Inventory of School Ownership Documents**.
2. All Public Elementary and Secondary School Heads shall complete the designated **Microsoft Form** to provide updated and accurate information on school site ownership.
3. In addition to the online form, **all available documents related to school site ownership** (e.g., land titles, deeds of donation, tax declarations, surveys, memoranda of agreement, or similar records) shall be **emailed** at **legal_unit@depedssorsogon.com.ph** in **PDF format**.
4. The PDF shall be named using the following format:
District Name_School Name
Sample: Pilar I_Ginablan ES
5. The Microsoft form may be accessed through the QR Code below:



6. Submission of the accomplished form and corresponding PDF documents shall be made **on or before February 13, 2026**.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700

Landline: (056) 211-6461

Email: sorsogon@deped.gov.ph

Website: depedssorsogon.com.ph



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7. This activity aims to establish a reliable and centralized database of school site ownership documents to support ongoing and future site titling and management initiatives of the Division.
8. For clarifications or technical concerns, coordination may be made with the Legal Unit.
9. Immediate dissemination and strict compliance of this Memorandum is enjoined.

JD
JOSE L. DONCILLO, CESO V
Schools Division Superintendent
or



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