



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

May 05, 2026

**DIVISION MEMORANDUM**

No. **167**, s. 2026

**COLLECTION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS**

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

1. In line with the Department's continuing initiative to ensure accurate collection and validation of data on school site ownership, all Public-School Heads are hereby **directed to accomplish the online data gathering form** through the following link: <https://forms.gle/E8pBnf348SuYJvhz6>
2. The required information shall include details on land ownership, possession, and available supporting documents. All entries must be **accurate, complete, and based on existing records.**
3. Submission of the accomplished form is mandatory and shall be completed on or before **May 09, 2026.**
4. The Public Schools District Supervisors (PSDS) are hereby enjoined to monitor and ensure compliance of School Heads within their respective districts and provide updates on the status of completion, as may be required.
5. The Legal Unit-Sites Titling Office shall lead the monitoring and follow-up of submissions through the PSDS, and shall consolidate reports to track overall compliance across SDO Sorsogon.
6. The STO shall also provide technical assistance and guidance to schools on matters related to school site ownership documentation. For inquiries or assistance, schools may contact the STO through its official Facebook page **DepEd Sites Titling Office-SDO Sorsogon** (<http://bit.ly/4tTCk28>), or via email at [legal\\_unit@depedsorsogon.com](mailto:legal_unit@depedsorsogon.com).
7. All concerned are directed to give this activity priority to ensure the timely completion and accuracy of submitted data.
8. Immediate dissemination of and compliance with this Memorandum is hereby directed.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



Sorsogon Sports Arena, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)