



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 344, s. 2026

To: Concerned Public School Heads

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

1. This refers to the Memorandum OULLA-2025-2531, issued by ATTY. JANINE NICOLE O. CHUA, *Officer-in-Charged, Undersecretary for Legal and Legislative Affairs*, directing all School Heads who have yet to submit ownership documents to the Site Titling Office (STO) of their respective school site ownership documents, to verify, personally or through an authorized representative, with the appropriate government offices whether ownership records pertaining to their respective school sites exist.
2. All concerned schools/school heads (*specified in Annex-1*) shall submit on or before **September 1, 2026**, through Google form link: <https://bit.ly/4gsF7uN>
3. For school heads who have yet to submit the required documents because they are still awaiting their release from the concerned agencies, shall commit to uploading the documents through the same Google form link **immediately** upon receipt thereof

For reference, please find attached copy of the memorandum

4. For information, appropriate action and strict compliance.


GAUDENCIO C. ALJIBE, Jr, PhD, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-2531

**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.

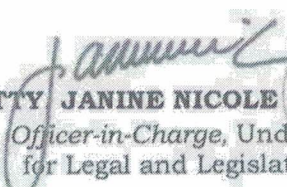
Attachment 3 – Certification on Pending Verification Result

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

SCHOOL SITES WITH NO OWNERSHIP DOCUMENTS

No.	DISTRICT	SCHOOL ID	NAME OF SCHOOL	ADDRESS (Barangay)
1	Biri	122795	Macaret ES *	Macaret
2	Biri	122797	Salvacion ES	Salvacion
3	Biri	122798	San Antonio ES	San Antonio
4	Bobon	122803	Balat-Balud ES	Balat-Balud
5	Bobon	122807	E. Duran ES	E. Duran
6	Bobon	122808	J. A. Santos ES	Jose Abad Santos
7	Bobon	122813	R. Magsaysay PS	Ramon Magsaysay
8	Capul	303555	Landusan NHS	Landusan
9	Catarman I	122844	Baybay ES	Baybay
10	Catarman I	122866	Galutan ES	Galutan
11	Catarman II	122845	Catarman II CS	Nara
12	Catarman II	122840	Macagtas ES	Macagtas
13	Catarman II	122853	Washington ES	Washington
14	Catarman II	303587	Washington NHS	Washington
15	Catarman III	122836	Generoso R. FM School	Generoso R. FM
16	Catarman IV	122863	Bangkerohan ES	Bangkerohan
17	Catarman IV	122870	Imelda ES	Imelda
18	Catarman IV	122871	McKinley ES	McKinley
19	Catarman IV	122874	San Isidro ES	San Isidro

20	Catarman IV	306329	Raymundo B. Daza (SHS)	Cawayan
21	Catarman V	122867	Hibalagnan ES	Hibalagnan
22	Catarman V	122841	New Rizal ES	New Rizal
23	Catarman V	122860	Salvacion ES	Salvacion
24	Catarman V	306464	New Rizal NHS	New Rizal
25	Catarman V	303545	Rosario Lim Uy NHS	Cervantes
26	Catarman VI	122858	Liberty ES	Liberty
27	Catarman VI	122873	Polangi ES	Polangi
28	Catarman VI	122852	Trangue ES	Tirague
29	Catarman VI	306024	Francisco B. Rosales NHS	Quezon
30	Lavezares I	193009	Caburihan ES	Caburihan
31	Lavezares I	123066	Libertad ES	Libertad
32	Lavezares I	193016	MacArthur II ES	MacArthur
33	Lavezares I	123074	San Miguel ES	San Miguel
34	Lavezares II	123070	Maravilla ES	Maravilla
35	Lope De Vega	123081	Bonifacio ES	Bonifacio
36	Lope De Vega	123082	Cag-aguingay ES	Cag-aguingay
37	Lope De Vega	123083	Cag-amisarag ES	Cag-amisarag
38	Lope De Vega	123086	General Luna PS	General Luna

39	Lope De Vega	123092	Maghipid ES	Maghipid
40	Lope De Vega	123094	New Somoroy PS	New Sumoroy
41	Lope De Vega	123097	Paguite ES	Paguite
42	Lope De Vega	123098	Roxas PS	Roxas
43	Lope De Vega	123099	Sampaguita PS	Sampaguita
44	Lope De Vega	123100	San Francisco PS	San Francisco
45	Lope De Vega	123102	San Miguel ES	San Miguel
46	Lope De Vega	123103	Upper Caynaga ES	Upper Caynaga
47	Mondragon I	123122	Flormina PS	Flormina
48	Mondragon I	123126	Makiwalo ES	Makiwalo
49	Mondragon I	123133	San Isidro ES	San Isidro
50	Mondragon II	123116	Cablangan ES	Cablangan
51	Mondragon II	193012	Cagmanaba ES	Cagmanaba
52	Mondragon II	123119	Crystal Mt. ES	Crystal
54	Mondragon II	306184	Hinabangan NHS	Hinabangan
55	San Isidro I	123216	San Roque ES	San Roque
56	San Isidro I	303578	San Isidro (Jr.), NHS	San Isidro

57	San Isidro II	305818	Ruperto S. Sampayan NHS	Ruperto S. Sampayan
58	San Isidro II	313601	Veriato NHS	Veriato
59	San Jose	123227	Mandugang ES	Mandugang
60	San Jose	123230	San Lorenzo ES	San Lorenzo
61	Victoria	123270	Acedillo ES	Acedillo
62	Victoria	123271	Buenasuerte ES	Buenasuerte
63	Victoria	123273	Colab-og ES	Colab-og
64	Victoria	123276	Libertad ES	Libertad
65	Victoria	123283	San Roman ES	San Roman
66	Victoria	344947	Victoria SHS (Stand-Alone)	Central
67	Victoria	330502	Maxvilla NHS	Maxvilla
68	Catubig I	122882	Guibuangan ES	Guibuangan
69	Catubig I	122894	Viena Maria PS	Viena Maria
70	Catubig I	303544	Catubig Valley NHS	Poblacion I
71	Catubig III	122879	Calingnan ES	Calingnan
72	Catubig III	122880	Canuctan ES	Canuctan
73	Catubig III	122903	Lubedico ES	Lubidico
74	Catubig III	122912	San Francisco ES	San Francisco
75	Catubig III	122892	Tangbo ES	Tangbo
76	Gamay I	122919	Cabarasan ES	Cabarasan
77	Gamay I	313602	Anito NHS	Anito
78	Gamay II	122916	Bangon ES	Bangon
79	Gamay II	122917	Bato ES	Bato
80	Gamay II	122924	G. M. Osias ES	G.M. Osias
81	Gamay II	122928	Guibwangang ES	Guibwangang
82	Gamay II	122931	Lonoy ES	Lonoy
83	Gamay II	122932	Luneta ES	Luneta
84	Gamay II	303553	Bangon NHS	Bangon
85	Laoang I	122936	Atipolo ES	Antipolo
86	Laoang I	122940	Canyomanao PS	Canyomanao
87	Laoang I	122945	Sangcol ES	Sangcol
88	Laoang I	122949	Tinoblan PS	Tinoblan

89	Laoang II	122952	Aguadahan ES	Aguadahan
90	Laoang II	122959	Inamlan PS	Inamlan
91	Laoang II	122965	Onay PS	Onay
92	Laoang II	303538	Cahayagan NHS	Chayagan
93	Laoang III	122984	Palmera PS	Palmera
94	Laoang III	122948	Talisay ES	Talisay
95	Laoang III	122988	Tarusan PS	Tantuan
96	Laoang III	313603	Rawis NHS	Rawis
97	Laoang IV	122968	Tan-awan ES	Tan-awan
98	Laoang V	122937	Bawang ES	Bawang
99	Laoang V	122970	Bayog ES	Bayog
100	Laoang V	122976	Cabulaloan ES	Cabulaloan
101	Laoang V	122977	Cagdara-o ES	Cagdara-o
102	Laoang V	122941	E. J. Dulay ES	E.J. Dulay
103	Laoang V	122980	Gibatangan ES	Gibatangan
104	Laoang V	122987	Simora ES	Simora
105	Laoang V	313613	La Perla NHS	La Perla
106	Laoang V	304914	E.J. Dulay NHS	E.J. Dulay
107	Lapinig	122999	May-igot ES	May-igot
108	Lapinig	123000	Palanas PS	Palanan
109	Las Navas I	123003	Balugo ES	Balugo
110	Las Navas I	123013	Enoman ES	Enoman
111	Las Navas I	123015	F. Robis ES	F.Robis
112	Las Navas I	123019	Hangi ES	Hangi
113	Las Navas I	123024	Lomalaog ES	Lomalaog
114	Las Navas I	123030	Mamaro ES	Mamaro

115	Las Navas I	123031	Matelarang ES	Matelarang
116	Las Navas I	123044	San Fernando ES	San Fernando
117	Las Navas I	123051	Tagab-Iran ES	Tagab-iran
118	Las Navas I	123052	Tagan-ayan ES	Tagan-ayan
119	Las Navas II	123008	Catoto-ogan ES	Catoto-ogan
120	Las Navas II	193003	Dolores ES	Dolores
121	Las Navas II	123012	E. Perez ES	E. Perez
122	Las Navas II	123046	Las Navas II CS	San Isidro
123	Las Navas II	123029	Magsaysay ES	Magsaysay
124	Las Navas II	123035	Quezon ES	Quezon
125	Las Navas II	123041	Sag-od PS	Sag-od
126	Las Navas II	123043	San Antonio ES	San Antonio
127	Las Navas II	304742	Bulao NHS	Bulao
128	Las Navas III	123004	Bugtosan ES	Bugtosan
129	Las Navas III	123007	Capotoan ES*	Capotoan
130	Las Navas III	123009	Cuenco ES	Cuenco
131	Las Navas III	123016	Geguinta ES	Geguinta

132	Las Navas III	123021	L. Empon PS	L. Empon
133	Las Navas III	123022	Lakandula ES	Lakandula
134	Las Navas III	123028	Mc-Arthur ES	Mc-Arthur
135	Las Navas III	123033	Paco ES	Paco
136	Las Navas III	123034	Poponton ES	Poponton
137	Las Navas III	123038	Rizal ES	Rizal
138	Las Navas III	123039	Roxas ES	Roxas
139	Las Navas III	123042	San Andres ES	San Andres
140	Las Navas III	123053	Taylor ES	Taylor
141	Las Navas III	123054	Victory ES	Victory
142	Las Navas III	304913	Poponton NHS	Poponton
143	Las Navas III	313625	Taylor NHS	Taylor
144	Mapanas	193015	Mapanas North ES	Del Norte (Poblacion
145	Mapanas	313607	Siljagon NHS	Siljagon
146	Palapag II	502423	Jangtud IS	Jangtud
147	Palapag III	123146	Cag-anibong ES	Cag-anibong
148	Pambujan I	123179	Igot ES	Igot
149	Pambujan II	123171	Cagbigajo ES	Cagbigajo
150	Pambujan II	123174	Don Sixto Balanquit ES	Don Sixto Balanquit

151	Pambujan II	123178	Giparayan ES	Giparayan
152	Silvino Lubos	123251	Balud ES	Balud
153	Silvino Lubos	123252	Cababayogan ES	Cababayogan
154	Silvino Lubos	123253	Cabonga-an ES	Cabunga-an
155	Silvino Lubos	123255	Caghilot ES*	Caghilot
156	Silvino Lubos	123261	Gebulwangan ES	Gebulwangan
157	Silvino Lubos	123264	Ginagasan ES	Ginagasan
158	Silvino Lubos	193010	Imelda PS *	Imelda
159	Silvino Lubos	123268	Silvino Lubos CS	Poblacion II
160	Silvino Lubos	123269	Victory PS*	Victory
161	Silvino Lobos	306463	Joseph G. Sagonoy NHS	Cabogaan