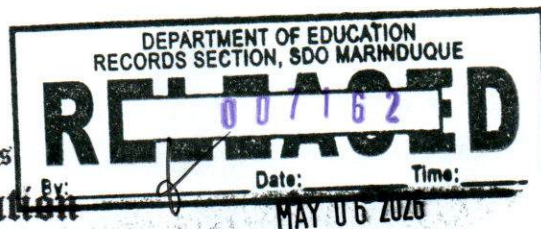




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

OSDS-LU-2026-001

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS THROUGH THE PRESCRIBED QUESTIONNAIRE**

DATE: May 6, 2026

1. In reference to the Office Order No. 0010, Series of 2026 from the Office of the Undersecretary for Legal and Legislative Affairs, this Office hereby directs all public elementary, secondary, and integrated school heads to identify, classify, and report ownership and possession documents of school sites.
2. All concerned offices are hereby directed to submit necessary documents and ensure the completeness and accuracy of the accomplished prescribed questionnaire which can be accessed through: <https://forms.gle/E8pBnf348SuYJvhz6>
3. **All concerned school heads are directed to accomplish the questionnaire on or before 11 May 2026, at 5:00 pm.**
4. To ensure the Department has a dependable basis for future infrastructure growth and legal titling, the successful completion of this task is critical in developing an updated database of school site ownership.
4. For clarifications, please contact Atty. Ayzel Lea R. Palmero, Attorney III, Legal Unit, Supervisor of the Sites Titling Office, through ayzellea.palmero@deped.gov.ph.
5. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

OSDS-LU-ALP/WSV



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>