



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS – 2026 – 037

To : Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

Subject : **MANDATORY SUBMISSION OF LATEST DOCUMENTS FOR
SCHOOL SITE TITLING PROCESS**

Date : May 4, 2026

In line with the continuing efforts of the Department to facilitate the proper and lawful titling of all public school sites, the following School Heads are hereby directed to submit the latest and updated documentary requirements necessary for the school site titling process:

School ID	School Name	School District
129161	San Victor ES	Baganga North
205512	Nursery ES	Baganga South
205508	Casunugan ES	Baganga South
136958	Limot ES	Baganga South
129181	Dinagsaan ES	Banaybanay
129205	Sibajay ES	Boston
129204	San Jose ES	Boston
129205	Sibajay ES	Boston
129206	Alvar ES	Caraga North
129211	Caraga CES	Caraga North
501960	Lamiawan IS	Caraga North
129206	Alvar ES	Caraga North
129211	Caraga CES	Caraga North
129236	Diat ES	Caraga South
501963	Magsayap IS	Caraga South
129240	Malibago ES	Caraga South
129236	Diat ES	Caraga South
501963	Magsayap IS	Caraga South
129249	Abihod ES	Cateel 1
129249	Abihod ES	Cateel 1
129250	Baybay Es	Cateel 1
501418	Paglusngan IS	Cateel 2
129277	Yapsay ES	Cateel 2
306223	Tiblawan NHS	Gov. Generoso South
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Address: Government Center, Dahican, Mati City

Contact No.: (087) 388-3372

Email Address: davao.oriental@deped.gov.ph

Official Website: <https://depeddavor.com/>

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School ID	School Name	School District
129300	Tamban ES	Governor Generoso South
129300	Tamban ES	Governor Generoso South
129308	Kauswagan ES	Lupon East
129320	Tiombocan ES	Lupon East
129295	Matigdao Es	Lupon East
129321	Alberto Recaño ES	Lupon West
129321	Alberto Recaño ES	Lupon West
129339	Bongan Taleon Tinggoy ES	Manay North
129343	Catabuanan PS	Manay North
316102	Del Pilar NHS	Manay North
129356	Gregorio Moralizon ES 1	Manay North
129357	Gregorio Moralizon ES 2	Manay North
129367	San Fermin ES	Manay North
129339	Bongan Taleon Tinggoy ES	Manay North
129340	Caipoc PS	Manay North
129361	New Macopa PS	Manay South
129341	Calinawan ES	Manay South
129333	New Dahican ES	Manay South
129424	Tuburan Village ES	San Isidro North

This directive is issued to ensure the accurate verification of land ownership, the efficient processing of documents, and full compliance with applicable legal and regulatory requirements governing school site acquisition and ownership. Accordingly, all concerned School Heads are instructed to submit current, complete, and updated copies of the required documents, including but not limited to the following:

- Certified true copy of any existing land title, deed of donation, deed of sale, or other acceptable proof of ownership
- Latest Tax Declaration and Official Tax Receipts
- Approved subdivision plan and technical description, if applicable
- Location map and vicinity map of the school site
- Certification of land use or zoning clearance issued by the concerned Local Government Unit
- Other relevant supporting documents related to school site ownership and tenure

All documents must be properly labeled, duly authenticated, and submitted **on or before May 15, 2026**, to the Sites Titling Office – Province of Davao Oriental. Submission may be made either via email at davaooriental.legal@deped.gov.ph or through hard copy submission to the said office, for purposes of evaluation and consolidation.

To ensure smooth coordination and timely completion of the titling process, all concerned School Heads are likewise strongly encouraged to actively respond to messages, calls, and official



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communications from the assigned Technical Assistants. School Heads are further advised to provide updated and reachable contact information to facilitate proper coordination, verification, and immediate resolution of concerns related to the submitted documents.

Non-submission, delayed submission, or submission of incomplete documentary requirements may result in delays in the processing of school site titling and shall be the responsibility of the concerned School Head. Strict compliance with this directive is therefore earnestly enjoined.

For guidance and immediate compliance.

DR. JOSEPHINE L. FADUL
Schools Division Superintendent



11:45 A.M

As stated: LS/jcb



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