

2021-12-18



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
RECORDS SECTION
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Office of the Schools Division
Superintendent

December 18, 2025

Division Memorandum No.
OSDS-2025-**1795**

Submission of School Site Ownership Documents for Inventory and Titling Purposes

To: Concerned Public Schools District Supervisors
Concerned School Heads
All others Concerned

This Memorandum is issued to require the schools listed in the attached annexes to **submit clear scanned copies of their school site ownership documents** and, for selected schools, **geotagged photos of their school sites**, for the purpose of establishing a complete and updated inventory of school site ownership records maintained by the Division Office and for verifying land classification.

The collection of ownership documents is necessary to ensure proper records management, monitor the status of school site ownership, identify missing or insufficient documentation, and serve as a reference for legal, administrative, planning, and future land titling-related undertakings concerning school properties.

In addition, the submission of geotagged photos is required to support the verification of land classification, which shall serve as the basis in determining the appropriate land titling process or applicable tenurial instrument. This will guide the School Heads and the assigned Technical Assistant in identifying the proper course of action for securing school site ownership.

The required ownership documents may include, but are not limited to, the following:

- Deed of Donation / Deed of Sale
- Tax Declaration
- Approved Survey Plan
- Title
- Other supporting documents related to school site ownership



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No.: 0951-387-1728 (TNT); 0999-935-5399 (Smart)
Email Address: davaodeoro@deped.gov.ph
Website: www.deped-ddo.com

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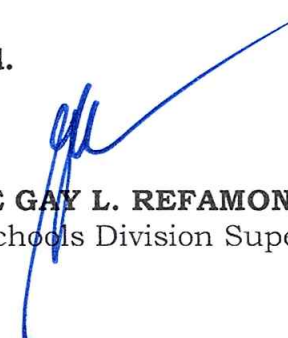
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All concerned schools are directed to submit the said documents in **clear scanned copies, together with the required geotagged photos**, to this email address: **rosalielina20@gmail.com**, on or before **December 29, 2025**.

Schools that fail to submit the required documents within the prescribed period shall be considered as having no available ownership documents on file for purposes of the Division Office inventory.

For any concerns or assistance needed in **generating geotagged photos**, School Heads may directly coordinate with **Engr. Rosalie S. Lina, Technical Assistant IV, at 0945-651-6692**.

Immediate compliance is requested.


PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent



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**ANNEX A – LIST OF SCHOOLS REQUIRED TO SUBMIT SCHOOL SITE
OWNERSHIP DOCUMENTS FOR INVENTORY AND TITLING MONITORING**

NO.	DISTRICT	SCHOOL
1	COMPOSTELA EAST	MAUGAT ES
2	COMPOSTEL WEST	CORAZON C. AQUINO NHS
3	MARAGUSAN EAST	NEW NEGROS ES
4	MARAGUSAN EAST	BAHI NHS
5	MONKAYO WEST	ANAGASE IS
6	MONKAYO WEST	AWAO NHS
7	MONTEVISTA	PROSPERIDAD TRIBAL ES
8	NEW BATAAN	ANDAP ES
9	NEW BATAAN	BARABAT ES
10	NEW BATAAN	KATIPUNAN ES
11	NEW BATAAN	LA PURISIMA ES
12	NEW BATAAN	MAPASO ES
13	NEW BATAAN	SAN ROQUE
14	NEW BATAAN	SIMSIMEN ES
15	NEW BATAAN	TADYA ES
16	NEW BATAAN	TAYTAYAN ES
17	NEW BATAAN	UDUAN ES
18	NEW BATAAN	BANTACAN NHS
19	LAAK NORTH	DATU DAVAO NHS
20	LAAK SOUTH	BINASBAS ES
21	MABINI	ANITAPAN ES
22	MABINI	MABINI CES
23	MABINI	MANASA ES
24	MABINI	MASICAREG ES
25	MABINI	PANAMIN ES
26	MABINI	PINDASAN ES
27	MABINI	SAN ANTONIO ES
28	MABINI	ANITAPAN NHS
29	MABINI	PINDASAN NHS
30	MACO NORTH	ANIBONGAN ES
31	MACO NORTH	CONCEPCION ES
32	MACO NORTH	GUBATAN ES
33	MACO NORTH	HIJO ES
34	MACO NORTH	SANGAB ES
35	MACO NORTH	ELIZALDE NHS



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36	MACO SOUTH	MACO HEIGHTS CES
37	MACO SOUTH	PANGAN ES
38	MACO SOUTH	TERESA ES
39	MAWAB	ANDILI ES
40	MAWAB	CONCEPSION ES
41	MAWAB	LONOLONO ES
42	MAWAB	MAHAYAG ES
43	MAWAB	NUEVO ILOCO NHS
44	NABUNTURAN EAST	ANTEQUERA IS
45	NABUNTURAN WEST	SAN ISIDRO IS
46	PANTUKAN NORTH	GUMAYAN IS
47	PANTUKAN NORTH	LAHI ES
48	PANTUKAN NORTH	PANGANASON ES
49	PANTUKAN NORTH	TIBAGON ES
50	PANTUKAN SOUTH	BONGBONG ES
51	PANTUKAN SOUTH	BORINGOT ES
52	PANTUKAN SOUTH	DIAT ES
53	PANTUKAN SOUTH	LINIPUTAN ES
54	PANTUKAN SOUTH	PIASUSUAN ES
55	PANTUKAN SOUTH	PULANG LUPA ES
56	PANTUKAN SOUTH	BORINGOT NHS



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**ANNEX B – LIST OF SCHOOLS REQUIRED TO SUBMIT GEOTAGGED PHOTOS
FOR LAND CLASSIFICATION VERIFICATION**

NO.	DISTRICT	SCHOOL
1	MARAGUSAN EAST	BAHI NHS
2	MONKAYO WEST	SAN ISIDRO IS
3	MONTEVISTA	MAGTAYA ES
4	NEW BATAAN	BARABAT ES
5	NEW BATAAN	MAPASO ES
6	NEW BATAAN	SAN ISIDRO ES
7	NEW BATAAN	SAN ROQUE ES
8	NEW BATAAN	SIMSIMEN ES
9	NEW BATAAN	TADYA ES
10	NEW BATAAN	TANDAWAN IS
11	NEW BATAAN	TANTAYAN ES
12	LAAK NORTH	L.S. SARMIENTO ES
13	LAAK NORTH	LIBUTON ES
14	LAAK NORTH	LIMOT ES
15	LAAK NORTH	MALINAO ES
16	LAAK NORTH	SABUD ES
17	LAAK NORTH	SISIMON ES
18	LAAK NORTH	STA. EMILIA ES
19	LAAK NORTH	TUGAS ES
20	LAAK NORTH	DATU DAVAO NHS
21	LAAK SOUTH	BAGONG SILANG ES
22	LAAK SOUTH	DALIMDIM ES
23	MABINI	ANITAPAN ES
24	MABINI	CANDINUYAN ES
25	MABINI	DEL PILAR ES
26	MABINI	MAMBATANG ES
27	MABINI	MANASA ES
28	MABINI	MASICAREG ES
29	MABINI	PANAMIN ES
30	MABINI	TAGBALABAO ES
31	MABINI	ANITAPAN NHS
32	MABINI	GOLDEN VALLEY NHS
33	MACO NORTH	ELIZALDE ES
34	MACO NORTH	SANGAB ES
35	MACO NORTH	TAGLAWIG ES



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36	MACO NORTH	NEW VISAYAS NHS
37	MACO SOUTH	CALABCAB ES
38	MACO SOUTH	KABURACANAN ES
39	MACO SOUTH	MANIPONGOL ES
40	MACO SOUTH	PANANGAN ES
41	MACO SOUTH	TAGBAROS ES
42	MACO SOUTH	TERESA ES
43	MAWAB	LONOLONO ES
44	MAWAB	MAHAYAG ES
45	MAWAB	SAN VICENTE ES
46	NABUNTURAN EAST	CABACUNGAN ES
47	PANTUKAN NORTH	GUMAYAN IS
48	PANTUKAN NORTH	PANGANASON ES
49	PANTUKAN SOUTH	BIASONG ES
50	PANTUKAN SOUTH	LAS ARENAS ES
51	PANTUKAN SOUTH	LINIPUTAN ES
52	PANTUKAN SOUTH	PIASUSUAN ES
53	PANTUKAN SOUTH	BORINGOT NHS



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