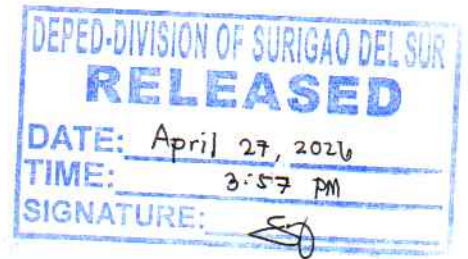




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**



April 27, 2026

**DIVISION MEMORANDUM**

No. 150, s. 2026

**ONLINE WORKSHOP FOR SCHOOL HEADS RE: COLLECTION OF SCHOOL SITE OWNERSHIP DATA AND DOCUMENTS**

To: Assistant Schools Division Superintendent  
 Public Schools District Supervisors/District In-Charge  
 Elementary and Secondary School Heads  
 All Others Concerned  
 This Division

1. In reference to Memorandum No. OULLA-2026-1362, this Office informs all concerned of the conduct of an Online Workshop for School Heads on the Collection of School Site Ownership Data and Documents.
2. This activity aims to ensure the proper collection, validation, and submission of accurate school site ownership data and supporting legal documents. Furthermore, this effort seeks to address existing gaps, inconsistencies, or deficiencies in documentation which may expose the Department to potential legal and administrative risks. This workshop will be participated in by all Principals and School Heads.
3. The workshop shall be conducted in two (2) batches, as follows:
  - **First Session:** April 30, 2026 | 9:00 AM- 12:00 NN  
via Microsoft Teams: <https://bit.ly/48e3c47>
  - **Second Session:** May 04, 2026 | 9:00 AM- 12: 00 NN  
via Microsoft Teams: <https://bit.ly/4tnUTuV>
4. All School Heads are directed to attend the First session. However, those who are unable to join may attend the second session.
5. For immediate and strict compliance.

**LORENZO O. MACASOCOL, PhD, CESO V**  
 Schools Division Superintendent



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