



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



July 31, 2025

**REGIONAL MEMORANDUM**

No. 549.2025

**SUBMISSION OF MONTHLY ACCOMPLISHMENT REPORTS AND  
CONSOLIDATION OF ISSUES AND CONCERNS RE SCHOOL SITES  
OWNERSHIP AND TITLING IN SCHOOLS  
DIVISION OFFICES**

To: Schools Division Superintendents  
Division Legal Officers  
Division Technical Assistants for School Sites  
Legal Unit

1. Pursuant to Memorandum OULLA-2025-244 issued by the Office of the Undersecretary for Legal and Legislative Affairs (OULLA), all Schools Division Offices (SDOs) are directed to submit monthly accomplishment reports and consolidate issues and concerns pertaining to school site ownership and titling.
2. The reports shall serve as essential references for the Regional Office in monitoring titling initiatives, identifying bottlenecks, and providing technical and policy guidance to SDOs. These will also be used in preparing the Regional Consolidated Report for submission to the Central Office – School Sites Titling Office.
3. In this regard, all Technical Assistant IV of SDOs are instructed to:
  - a. Submit a Consolidated Monthly Physical and Financial Accomplishment Report on school site ownership and titling activities using the prescribed template provided by the Regional Office. (See: Annex A. Physical Accomplishment Report Template; Annex B. Financial Accomplishment Report Template)
  - b. Indicate progress updates, such as number of titled sites, on-going applications, completed documentary requirements, and coordination efforts with LGU, DENR and other partner agencies and/or stakeholders.
  - c. Enumerate specific issues and concerns encountered in the implementation of titling initiatives, along with recommended actions or support needed from the Regional or Central Office.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

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- d. Submit the report every 3<sup>rd</sup> day of the succeeding month, addressed to the Regional School Sites Focal Person via his email [christopher.laoe@deped.gov.ph](mailto:christopher.laoe@deped.gov.ph) and uploading in the Google Drive Link - <https://tinyurl.com/STO-TA>.
4. Failure to submit the required reports within the prescribed timeline may affect the timely consolidation and elevation of regional concerns to the Central Office, thus acquiescence is highly encouraged.
5. For questions or clarifications, please coordinate with Mr. Christopher W. Lao-e of the Legal Unit through email at [christopher.laoe@deped.gov.ph](mailto:christopher.laoe@deped.gov.ph), or through telephone number (074) 422-1318.
6. For guidance and compliance.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director 



cwl/LU/2025



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Annex A. *Physical Accomplishment Report Template*

**PHYSICAL ACCOMPLISHMENT REPORT**

Reporting Period:

Division Office:

Date	Actual Accomplishment/Output	Remarks

Province Division	No. of Validated School Sites	Concerns/Issues	Recommended Action



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**Brief Discussion**

*Please provide a brief description of the activities undertaken together with an insightful characterization of concerns, with recommended actions and feasible solutions. Kindly state these discussions in both English and your local dialect or language. This is intended to also highlight the significance of cultural identity.*

Submitted by:

Approved by:

Technical Assistant IV

Division Lawyer



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Annex B. *Financial Accomplishment Report Template*

**STATUS OF DOWNLOADED FUNDS**

As of \_\_\_\_\_

Division Office:

Fund Source: FY 2025 GMS Fund

Sub-ARO Number:

<b>FINANCIAL ALLOCATION</b>	<b>OBLIGATED AMOUNT</b>	<b>DISBURSED AMOUNT</b>	<b>REMARKS</b>
Salary and Premium			
Travel Expense			
Miscellaneous			
Office Supplies			
Others			
<b>TOTAL</b>			

Submitted by:

Approved by:

Technical Assistant IV

Division Lawyer



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