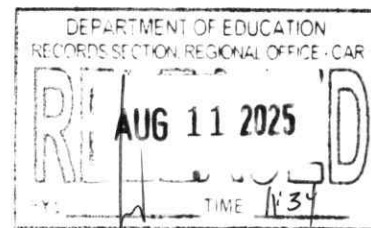




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



August 8, 2025

REGIONAL MEMORANDUM

No. 579.2025

**ESTABLISHMENT OF A REGIONAL REPOSITORY OF SCHOOL SITES
OWNERSHIP AND TITLING DOCUMENTS**

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

1. In line with the Department of Education's continuing efforts to ensure that public school sites are secured, protected, and legally recognized, the DepEd Cordillera Administrative Region will establish a **Regional Repository of School Site Ownership and Titling Documents**. Accordingly, the Technical Assistants for School Sites of the Province Division Offices are hereby directed to submit a **weekly report** on the number of validated school sites in their respective division offices.
2. In this regard, all Technical Assistant IV of Province Division Offices are instructed to:
 - a. Submit a weekly report on the data on the number of validated school sites. (*See: Annex A. Data on the Number of Validated School Sites*)
 - b. Provide weekly update on the Regional School Sites Titling Database through this link - <https://tinyurl.com/CAR-School-Sites-Titling>.
 - c. Submit the report every Friday at 3:00 PM, addressed to the Regional School Sites Focal Person, via email at christopher.laoe@deped.gov.ph.
3. For questions or clarifications, please coordinate with Mr. Christopher W. Lao-e of the Legal Unit through email at christopher.laoe@deped.gov.ph, or through telephone number (074) 422-1318.
4. For guidance and compliance.


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


cwl/LU/2025



Address: Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera  <https://depedcar.ph>





Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

Annex A:

DATA ON THE NUMBER OF VALIDATED SCHOOL SITES
CORDILLERA ADMINISTRATIVE REGION (CAR)

Division _____

For the Period of _____

District	Total Number of Public Schools			Number of Schools Validated/Visited			Number of Schools Desk-Reviewed			Total	Concerns/Issues	Remarks
	Elementary	Secondary	Total	Elementary	Secondary	Total	Elementary	Secondary	Total			
Total												

Note: "Validated" refers to schools that have been physically visited, while "desk-reviewed" pertains to schools whose site documents have been reviewed at the Division Office. In the "Remarks" column, please indicate the type of document available in the school or office that serves as proof of ownership of the school site. Additionally, ensure that a scanned copy of the said document is secured, consolidated and submitted to the Regional Office.

Submitted by:

Approved by:

Technical Assistant II/IV

Attorney III



Address: DepEd-CAR Compound, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph

DepEd Tayo Cordillera <https://depedcar.ph>

