Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
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By:

November 4, 2026

DIVISION MEMORANDUM
OSDS No. 238, s. 2026

SUBMISSION OF REQUESTS FOR ACQUISITION OF NEW SCHOOL SITES TO ADDRESS SCHOOL CONGESTION AND ENVIRONMENTAL AND SAFETY CONCERNS

To: Officer-in-Charge, Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisors
Public Schools District Supervisors/Principals-in-Charge
Public Elementary and Secondary School Heads
All Other Concerned Personnel
This Division

1. Pursuant to the Memorandum OULLA-2026-3084, dated October 27, 2026, this Office informs all concerned schools of the Department of Education's initiative to facilitate the acquisition of new school sites to address school congestion and environmental and safety concerns affecting existing school sites.

2. In this regard, school heads whose schools are experiencing significant congestion and/or environmental and safety concerns that cannot be adequately addressed within their existing school sites are directed to accomplish the **School Site Acquisition (SSA) Form** through the link below:

https://bit.ly/STOAcquisition

3. The accomplished form shall include relevant information on school congestion, environmental and safety concerns, and the identified proposed site for acquisition, including its certificate of title and estimated acquisition cost, as applicable.

4. All concerned school heads shall ensure the completeness and accuracy of the information submitted. The attached School Site Acquisition Checklist shall serve as a guide for the required supporting documents.

6. For further information and clarification, all concerned may coordinate with Division Legal Office through **Atty. Sheena P. Bawe-Baldeo**, Division Legal Officer, at sheena.bawe@deped.gov.ph

7. Immediate dissemination of and compliance with this Memorandum are directed.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Encl/s.: as stated
References: as stated
To be indicated in the Perpetual Index under the following subjects:

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisiondsk.org
Email: depedsk.r12@deped.gov.ph

SCHOOL SITE ACQUISITION SCHOOL CONGESTION SCHOOL SAFETY

SPB/OSDS-LEGAL/DM- Submission of Requests for Acquisition of New School Sites/November 4, 2026

DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR LEGAL AND LEGISLATIVE AFFAIRS
RECEIVED
OCT 27 2026
By: [illegible] Time: 10:50
Doc. #: 117902
From: STO

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

RECEIVED
OCT 28 2026
ARCHIVIZA S. RAYMUNDO
09:08 AM
No. 117902
OULLA - REC

MEMORANDUM
OULLA-2026- 3084

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary for Legal and Legislative Affairs

ATTY. SAIRAH P. MACATAMAN AGA
Attorney V
Officer-in-Charge, Sites Titling Office

SUBJECT : **SUBMISSION OF REQUESTS FOR ACQUISITION OF NEW SCHOOL SITE TO ADDRESS SCHOOL CONGESTION AND ENVIRONMENTAL AND SAFETY CONCERNS AFFECTING EXISTING SCHOOL SITES**

DATE : OCT 27 2026

In line with the ongoing initiative of the Department of Education (DepEd) to provide learners with safe, accessible, and conducive learning environment, the Sites Titling Office (STO) shall facilitate the acquisition of new school site through provision of funds under the Improvement and Acquisition of School Site Capital Outlay. This initiative aims to resolve existing school site constraints, particularly school congestion and environment and safety concerns that negatively impact the delivery of basic education and justify the acquisition of additional school sites or relocation of existing schools.

In this regard, all Regional Offices (ROs) and Schools Division Offices (SDOs) are requested to accomplish the School Site Acquisition (SSA) Form for public schools experiencing significant congestion and/or environmental and safety concerns that cannot be sufficiently addressed within their existing school sites. The accomplished SSA Form shall serve as the basis of the STO in evaluating, prioritizing, and identifying schools for possible school site acquisition.

For the initial evaluation, the accomplished SSA Form must have the following information, as applicable:

A. School Congestion

- The classroom shift ratio or Pupil/Student-to-Classroom Ratio as well as the Land-to-Pupil/Student Ratio;
- Confirmation that the existing school site has no available or sufficient buildable space to address the identified congestion; and
- Confirmation that a proposed site for acquisition has been identified, which must be covered by a certificate of title, including estimated acquisition cost.

B. Hazardous or Environmental and Safety Concerns

- A certification or assessment from the Department of Environment and Natural Resources - Mines and Geosciences Bureau or other appropriate government agency confirming that the existing school site is unsafe or unsuitable for school use due to the identified environmental, geohazards, or other safety concerns; and
- Confirmation that a proposed site for acquisition has been identified, which must be covered by a certificate of title, including estimated acquisition cost.

The SSA Form can be accessed through the link below or by scanning the corresponding QR code:

SSA Form:

https://bit.ly/STOAcquisition

QR Code:

The ROs and SDOs shall ensure that the information provided in the SSA Form is complete, accurate, and sufficiently describes the congestion and/or environmental and safety concerns affecting the existing school site, including the justification for the proposed acquisition of an additional school site or relocation of the existing school.

Attached is the SSA Checklist for reference and guidance on the documentary requirements necessary for the evaluation and processing of school site acquisition requests. For questions or clarifications, please contact Mr. Danilo Bognot, Jr. of the Sites Titling Office through email at sto.fieldoffices@deped.gov.ph.

For compliance.

Doc No. 117902
STOS

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SCHOOL SITE ACQUISITION CHECKLIST

Prospective PROPERTY:
OWNER:
LOCATION:
LAND AREA:

	Documents to be Submitted for initial evaluation	
	Justification for the need to acquire a new school site Congestion data of neighboring schools	
	Call for Donation (Signed by SDS) Offer to sell (duly signed by the Owner/Atty-in-Fact/Representative)	
	Special Power of Attorney for Atty-in-Fact/Representative (individual property)/ Board Resolution or Secretary's Certificate for the authorized representative (Company property)	
	Photocopy of Original Certificate of Title/Transfer Certificate of Title	
	Photocopy of Latest Tax Declaration	
	Photocopy of Approved Survey Plan/Sketch Plan / Vicinity Map Site Visit Photo of Property	
	Schedule of Market Value (SMV); **OR** In the absence thereof, Bureau of Internal Revenue zonal valuation of the proposed site	
	Request for fund [breakdown - Property Price + (Capital Gains Tax, etc...)+ Other expenditures] to be signed by SDS	
	Request for Special Power of Attorney for School Division Superintendent to sign the contract to sale and deed of absolute sale	
	Certification from LGU that they are not	

	acquiring the property	
	Geohazard Certification from Mines and Geosciences Bureau (Regional Office) The requirements for this document includes: 1. Request letter for the said certification addressed to the Mines and Geosciences Bureau Regional Director describing the proposed school site/area. 2. Location Map of the proposed site 3. Google Map of the proposed site (Satellite view) showing the roads 4. GPS (Global Positioning System) Coordinates (if available) No Certification Fee is required.	
	Others	