



Republic of the Philippines  
**Department of Education**

Region I  
**SCHOOLS DIVISION OFFICE OF PANGASINAN II**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 391, Series 2024

To: **PUBLIC SCHOOLS DISTRICT SUPERVISOR  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
OTHERS CONCERNED**

Date: **August 5, 2024**

Subject: **INVENTORY OF PROPERTIES OF THE DEPARTMENT OF  
EDUCATION BOTH SCHOOL SITE AND NON-SCHOOL SITE**

**PARTICULARS**

The Department of Education, through the Office of the Undersecretary for Legal and Legislative Affairs issued **Memorandum OULLA-2024-1160** with subject ***“Inventory of Properties of the Department of Education both School Site and Non-School Site”*** dated 05 August 2024, which requires Division Offices to conduct an inventory of all DepEd lands within its respective areas and submit the same to the Office of the Undersecretary for Legal and Legislative Affairs for submission to the Inter-Agency Coordinating Council (IACC) for the Consolidation of a Master List of all Government Lands.

In compliance with the said Memorandum, all concerned are hereby required to fill an online (excel) sheet <https://tinyurl.com/pang2schoolsiteinventory> or scan the given QR code on or before **26 August 2024**, which contains the following entries:

- Name of School
- Location and District
- Total Land Area (check Tax Declaration/Title)
- Classification (check Tax Declaration)
- Ownership Status
- Owner/Possessor/Occupant
- Current or Actual Status
- Evidence of Ownership



For guidance and strict compliance.

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

