



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

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September 21, 2026

DIVISION MEMORANDUM
No. 517, s. 2026

**ACQUISITION OF NEW SCHOOL SITE TO ADDRESS
CONGESTION OR SAFETY CONCERNS**

To: All Concerned School Heads

I. Purpose

The Sites Titling Office (STO) is currently conducting an identification and assessment of schools that may require the **acquisition of a new school site or the relocation of an existing school** due to conditions such as school site congestion and/or the presence of environmental hazards.

This initiative aims to identify schools that may warrant relocation to a **safer, more suitable, and sustainable location** and to support the planning and prioritization of future school site acquisition activities.

II. Submission of Required Information

In this regard, all concerned schools are requested to provide accurate and complete information regarding their current school site conditions, particularly those experiencing:

- Significant congestion or inadequate school site area;
- Environmental hazards that may pose risks to learners, teaching and non-teaching personnel, and school facilities; and
- Other site-related conditions that may warrant the acquisition of a new school site or relocation.

The information to be gathered will be used by the STO and the Schools Division Office (SDO) to **identify and prioritize schools that may be considered for possible**

school site acquisition or relocation. It will also serve as a reference in the planning and prioritization of succeeding school site acquisition activities and the corresponding funding requirements.

III. Submission Procedure

Concerned schools are requested to accomplish the Microsoft Form through the following link or QR Code **on or before September 30, 2026.**

<https://tinyurl.com/Acquisition-of-New-School-Site>



All required information must be provided **accurately, completely, and based on the school's current and actual conditions.**

IV. Action Required

School Heads concerned are directed to:

1. Assess the present condition of their respective school sites;
2. Determine whether the school is experiencing congestion and/or environmental hazards that may warrant school site acquisition or relocation;
3. Provide the necessary and supporting information in the prescribed Microsoft Form; and
4. Ensure that the form is accomplished completely and submitted within the period prescribed by the Schools Division Office.

For strict compliance and appropriate action.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

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