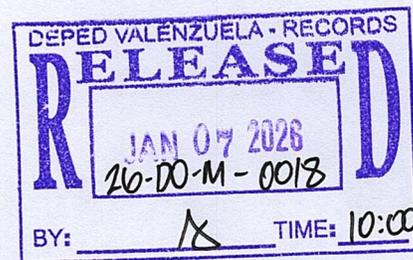


DepEd ICT Unit  
Web Posted by: dm  
Control no.: 26PIB022



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**  
No. 00107 s. 2026

**EXTENSION OF PERIOD OF COMPLIANCE WITH THE ANNOTATION  
REQUIREMENT UNDER REGIONAL MEMORANDUM NO. 520, S. 2025 IN  
IMPLEMENTATION OF DEPARTMENT ORDER NO. 41, S. 2022**

**To: Assistant Schools Division Superintendent  
Chief Education Supervisors- CID and SGOD  
Division Private School Focal Person  
Private School Heads, Technical Vocational Institution School Heads  
All Others Concerned**

1. Enclosed is Regional Memorandum No. 1207, s. 2025 dated December 16, 2025 signed by Jocelyn DR. Andaya, Regional Director, NCR, Concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations re: EXTENSION OF PERIOD OF COMPLIANCE WITH THE ANNOTATION REQUIREMENT UNDER REGIONAL MEMORANDUM NO. 520, S. 2025 IN IMPLEMENTATION OF DEPARTMENT ORDER NO. 41, S. 2022, the content of which, is self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to paragraph nos. 2 & 3 of this Memorandum.
3. Immediate dissemination of this Memorandum is desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl: as stated  
Reference:  
To be indicated in the Perpetual Index  
under the following subjects:

**PRIVATE SCHOOLS**

SGOD/SAG/**LaniE**-private schools  
January 5, 2026

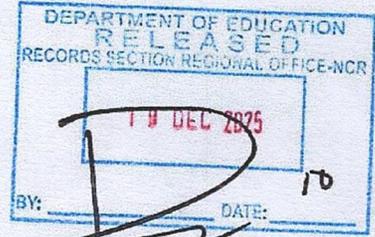


Address: Pio Valenzuela St., Marulas, Valenzuela City  
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
Official Website: : <https://www.depedvalenzuela.com>





Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

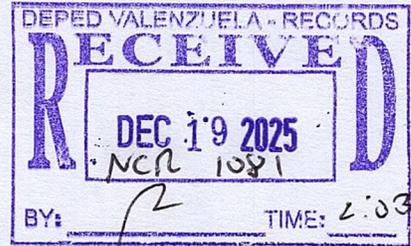


December 16, 2025

**REGIONAL MEMORANDUM**

No. 1207, s. 2025

**To:** Schools Division Superintendents  
 School Governance Operations Division  
 Heads, Private Schools in Basic Education  
 All Others Concerned



**EXTENSION OF PERIOD OF COMPLIANCE WITH THE ANNOTATION  
 REQUIREMENT UNDER REGIONAL MEMORANDUM NO. 520, S. 2025 IN  
 IMPLEMENTATION OF DEPARTMENT ORDER NO. 41, S. 2022**

1. On June 10, 2025, this Office issued Regional Memorandum No. 520, s. 2025, relative to the implementation of the annotation requirement mandated under DepEd Order No. 41, s. 2022. Said issuance requires the submission from private schools of a Certified True Copy of the land title reflecting the annotation of the pertinent deed or contract on or before December 31, 2025.
2. In recognition of the request of a number of private schools for additional time to comply with the requirement for them to coordinate with relevant individuals and government agencies, this Office hereby extends the deadline for compliance from December 31, 2025 to December 31, 2026.
3. Accordingly, for purposes of compliance with the school site ownership requirement for permit applications for School Year 2026-2027, only a legible copy of the title and a lease or usufruct agreement with a minimum period of fifteen (15) years shall be required.
4. For information and guidance.

*Jy*

**JOCELYN DR ANDAYA**  
 Regional Director, NCR  
 concurrent Officer-In-Charge,  
 Office of the Assistant Secretary for Operations



Address: Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph

