



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

30 July 2025

UNNUMBERED MEMORANDUM

**IMPLEMENTING GUIDELINES ON THE FUNCTIONAL SUPERVISION
OF THE OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE
AFFAIRS OVER LAWYERS OF THE DEPARTMENT OF EDUCATION STATIONED
AT REGIONAL AND DIVISION OFFICES**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached herewith is the Memorandum OULLA-2025-1462, entitled Implementing Guidelines on the Functional Supervision of the Office of the Undersecretary for Legal and Legislative Affairs over lawyers of the Department of Education stationed at Regional and Division Offices, dated July 17, 2025.
2. For your information, guidance, and widest dissemination.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent

KMS/IMPLEMENTING GUIDELINES ON THE FUNCTIONAL SUPERVISION OF OULLA OVER LAWYERS AT RO
AND SDO OFFICES /
S2-110851/07-30-2025



JUL 28 2025
J2-110851

Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2025- 1461

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

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

**SUBJECT : IMPLEMENTING GUIDELINES ON THE FUNCTIONAL SUPERVISION OF
THE OFFICE OF THE UNDERSECRETARY FOR LEGAL AND
LEGISLATIVE AFFAIRS OVER LAWYERS OF THE DEPARTMENT OF
EDUCATION STATIONED AT REGIONAL AND DIVISION OFFICES**

DATE : JUL 17 2025

Department Order (DO) No. 21, s. 2025 grants authority to the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) to exercise functional supervision over matters with legal implications across the Department of Education (DepEd).

This delegation of authority aims to uphold excellence in the conduct of legal affairs and delivery of legal services, promoting the consistent application of legal policies across all Regional and Schools Division Offices

Pursuant to DO 21, all Regional Offices and Schools Division Offices are hereby directed to observe strict compliance with the enclosed guidelines.

These Guidelines are issued in accordance with the directive of the Secretary of the DepEd to set out clear procedures and work processes governing OULLA's exercise of functional supervision over DepEd lawyers and the handling of legal matters within the Department.

For strict compliance.

For questions or clarifications, please coordinate with Ms. Jerlene de Sola of OULLA through email at oula@deped.gov.ph, or through telephone number 02-8637-4611.

**IMPLEMENTING GUIDELINES FOR DEPED ORDER NO. 021, s. 2025, ENTITLED,
FUNCTIONAL SUPERVISION OF THE OFFICE OF THE UNDERSECRETARY FOR
LEGAL AND LEGISLATIVE AFFAIRS (OULLA) OVER LAWYERS OF THE
DEPARTMENT OF EDUCATION STATIONED AT REGIONAL AND DIVISION OFFICES**

I. BACKGROUND

1. The Secretary of the Department of Education (DepEd) issued Department Order No. 21, s. 2025 dated 3 July 2025 (DO 21), granting authority to the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) to exercise functional supervision over matters with legal implications, with the aim of upholding the standard of excellence in legal affairs and ensuring the consistent application of legal policies across all regional and division offices.
2. Pursuant to DO 21, all Regional Offices (RO) and Schools Division Offices (SDOs) are instructed to: (a) adhere to all law-related guidelines issued by OULLA; (b) follow any specific legal direction provided by OULLA on particular issues, if any; and (c) seek OULLA's clearance prior to the release of all legal opinions, when intended for external release or with policy implications, to preserve consistency with the DepEd's legal framework and existing policies. Further, DepEd lawyers in ROs and SDOs are instructed to functionally report to OULLA.
3. These Guidelines are issued in compliance with the instruction of the Secretary to set out guidelines and work processes regarding the exercise of functional supervision over DepEd lawyers.

II. SCOPE OF FUNCTIONAL SUPERVISION

1. OULLA shall have functional supervision on DepEd lawyers whose work involve matters and documents that may create, modify, or give rise to legal obligations, liabilities, or consequences on the part of DepEd or its officials. These include matters and documents as provided under Section III (A) to (C) of these Guidelines.
2. The following matters shall remain under the supervision of the OULLA, but their review shall be undertaken in accordance with the existing procedures set forth in their respective processes and procedures:
 - a. Administrative cases shall be governed by DO No. 49, s. 2006, titled, "*Revised Rules of Procedure of the Department of Education in Administrative Cases*", or by any subsequent guidelines to be issued by this Department pertaining to the investigation, prosecution, resolution, and appeal of administrative cases involving DepEd personnel.
 - b. Matters relating to the acquisition and documentation of school sites for all public elementary and secondary schools shall be governed by DO No. 57, s. 1995, titled, "*School Site Acquisition and Documentation for All Public Elementary and Secondary Schools*" and any subsequent guidelines that may be issued by this Department.
3. Even when there is a legal aspect to the matter, the following do not fall under the functional supervision of OULLA, unless such supervision is deemed necessary due to service exigencies or to safeguard the interests of DepEd:

- a. Administrative matters involving the day-to-day operations and administration of ROs and SDOs;
- b. Procurement matters which are under the jurisdiction of the Bids and Awards Committee at the ROs and SDOs level;
- c. Matters involving complaints or violations under the Anti-Red Tape Act (ARTA), which shall be referred to the Regional Director with jurisdiction over the concerned school;
- d. Matters pertaining to the conduct of curricular and co-curricular activities in schools; and
- e. Matters covered under Section II (2) of these Guidelines.

III. EXERCISE OF FUNCTIONAL SUPERVISION.

The exercise of functional supervision of OULLA over matters with legal implications involves:

- a. Issuance of legal clearance on matters specified under Section III (A) of these Guidelines;
- b. Legal review of contracts, memoranda of agreement (MOA), and other documents as specified under Section III (B);
- c. Monitoring of case handling under Section III (C) of these Guidelines; and
- d. Issuance of OULLA advisories and memoranda to enhance the efficiency and effectiveness of legal services, to be implemented across all Regional and Schools Division Offices.

A. *Matters Requiring Legal Clearance.* Clearance from OULLA shall be required prior to the release of the following documents:

- 1. Legal opinions and interpretations — Formal written legal analyses rendered by authorized regional and division personnel that interpret laws, rules, or contracts as applied to specific cases issued or released to persons outside DepEd.
- 2. Policies, regulations, and issuances — Issuances that prescribe, interpret, or implement laws, and institutional policies, which may affect learner's rights, duties, or entitlement issued to persons outside DepEd or to be posted online.

No clearance is necessary for the abovementioned documents if intended to be released to personnel within the Department.

B. *Matters for Legal Review.* The following documents shall be subject to review by OULLA. Their issuance, however, shall not require prior clearance. Any finding of irregularities in these matters may subject the personnel involved to possible administrative sanctions.

- 1. Contracts and MOA — Agreements that create legally binding obligations or reciprocal undertakings between DepEd and another party, whether public or private, including provisions for the performance of services, delivery of outputs, or assumption of responsibilities by DepEd personnel.
- 2. Demand letters or documents relating to claims, disputes, or settlements — Communications sent by ROs or SDOs pertaining to the resolution of actual or potential legal conflicts involving DepEd or those requiring specific actions, compliance, or explanation on the side of DepEd within a prescribed period. Documents responding to demand letters are also within the coverage of this item.

For Section III (A) and (B), OULLA's review shall focus on substantive aspects, including but not limited to content and consistency with applicable laws and policies, and alignment with

stated objectives. Matters of form — such as formatting, grammar, style, or layout — shall not be subject to review, unless a prescribed form or formatting requirement is explicitly required by OULLA.

- C. **Cases.** All ROs and SDOs shall ensure that OULLA is promptly informed of all pending and future cases, submissions to, and correspondences with judicial bodies, including but not limited to pleadings, motions, position papers, compliance reports, and court-issued orders, subject to the process under Section V of these Guidelines.

Subject to OULLA's discretion, it may provide guidance to RO and SDO lawyers in handling cases.

Unless it determines otherwise, OULLA's assistance shall be limited to the development of legal strategies, formulation of legal theories and defenses, and the identification of appropriate remedies. However, the drafting and filing of pleadings, and ensuring compliance with the Rules of Court or other applicable procedural rules shall rest with the designated legal officer of the concerned RO or SDO.

IV. SUBMITTING DOCUMENTS FOR CLEARANCE OR REVIEW

A. *Documents to be submitted*

1. Authorized personnel requesting legal clearance or legal review shall accomplish **Enclosure No. 1 Transmittal Form**.
2. Electronic copies of the following documents shall be submitted to the email address provided under Section (IV) (B) (1) :
 - a. Accomplished Enclosure No. 1 Transmittal Form;
 - b. Document sought to be cleared or reviewed; and
 - c. Supporting documents relied upon in preparing the document subject for clearance.
3. For the electronic copies, the filename of the document for review or clearance shall follow the prescribed format:

[Region or Schools Division] - [Activity Requested] - [Subject Matter].pdf

Example: Region 1- For Review - Memorandum of Agreement with LGU.pdf

- a. The region or school division sending the request shall be identified.
 - b. The Activity Requested shall either be (a) For Clearance or (b) For Review.
 - c. The subject matter shall be short but shall provide an indication of the subject of the request.
4. The electronic copies of the attachments, if any, shall have the same filename as the document's title and should be labeled as Annex A, B, C, as may be applicable.

[Annex A] - [Region or Schools Division] - [Activity Requested] - [Subject Matter].pdf

Example: Annex A - Region 1 – For Review - Memorandum of Agreement with LGU

5. The personnel concerned will be given feedback by OULLA if the request is under the functional supervision of OULLA. Whenever necessary, additional supporting documents may also be requested.

B. Transmittal Email of documents for legal review or clearance

1. **Email Address.** Soft copies or PDF versions of the documents for review or clearance must be sent to the designated email address of OULLA (**OULLA_regional@deped.gov.ph**).
2. **Subject of Email.** The subject of the transmittal e-mail shall be the same filename of the document for review or clearance. Thus, it shall contain the (a) RD and SDO concerned; (b) Activity request from OULLA; and (c) subject matter.

[Region or schools division] - [Activity Requested] - [Subject Matter].pdf

Example: Region I - For Review - Memorandum of Agreement with LGU

3. **Body of Email.** The body of the e-mail shall follow the prescribed format and must contain sufficient information to enable the OULLA to ascertain the following:
 - i. The RO or SDO on behalf the submission is made;
 - ii. The name and position of the authorized person sending the email;
 - iii. The contact information (mobile and official email address) of the authorized person sending the email;
 - iv. A summary of the subject matter, including the background, specific assistance being requested from OULLA, and other pertinent details that will aid OULLA in conducting a review of the document; and
 - v. A list of the document titles attached to the e-mail.

Example:

- i. Regional Office V
- ii. Juan Dela Cruz: Administrative Officer
- iii. 0915-123-4567; juandelacruz@deped.gov.ph
- iv. MOA is entered into between DepEd RO V and the Province of Albay for a partnership in the conduct of a technical-vocational skills seminar, but there is a conflict with the current programs of DepEd RO V.
- v. List of attachments

1	Draft MOA between DepEd RO V and Province of Albay
2	Annotated MOA between DepEd RO V and Province of Albay
3	Regional Memorandum 001, s. 2010.

V. MONITORING AND ASSISTANCE IN HANDLING CASES

A. Submission of monitoring report for all pending Cases

To properly monitor all existing and pending cases involving the ROs and SDS, the ROs shall consolidate the information and status of cases involving both ROs and SDOs, and forward these to the Central Office. The respective focal persons for each region shall submit **Enclosure 2 Monitoring Report**.

The deadline for submitting such report is **15 August 2025**.

B. Furnishing of electronic copies of all court-related submissions and correspondences.

Effective immediately upon the issuance of these Guidelines, ROs and SDO are required to furnish the OULLA with electronic copies of all submissions, pleadings, motions, and related documents pertaining to court cases.

Accordingly, OULLA shall be copy furnished in all email transmittals involving the filing or submission of such documents. In cases where ROs or SDOs receive documents related to court proceedings, scanned or electronic copies thereof shall likewise be promptly forwarded to OULLA via email.

C. Procedure for requesting OULLA's assistance in handling cases.

1. In the event that the handling lawyer, as authorized by the Regional Director or the Schools Division Superintendent, seeks the assistance of OULLA for cases, the handling lawyer shall submit send an electronic copy of the following documents:
 - a. Accomplished **Enclosure No. 3 Transmittal Form**;
 - b. The pleading, motion, court submission, or any document containing the initial legal strategy that will provide the basis of what the assistance is for; and
 - c. Supporting documents relied upon in preparing the document subject for review.
2. The filename of the electronic copies of the supporting documents relevant to the case shall follow the prescribed format:
 - a. The RDO or SDO sending the request shall be identified
 - b. Activity requested: (i) For Information or (ii) For Case Assistance
 - c. The docket number/s, case title/s and the designation of the primary pleading or court submission being transmitted, which shall indicate its nature.

[Region or Schools Division] – [For Case Assistance] - [Docket Number/s and Case Title] - [Designation of the Pleading or Court Submission]

Example: Region 1– Civil Case No. 123456, DepEd v. Juan de/a Cruz – Petition for Review

3. The electronic copies of the attachments, if any, shall have the same filename as the document's title and should be labeled as Annex A, B, C, as may be applicable.

[Annex A] - [Region or Schools Division] – [Docket Number/s and Case Title] - [Designation of the Pleading or Court Submission]

Example: Annex A - Region 1 - Civil Case No. 123456, DepEd v. Juan de/a Cruz – Petition for Review

D. Transmittal email in relation to cases

1. **Email Address.** Soft copies or PDF versions of the documents related to cases handled by ROs and SDOs must be sent to the designated email address of OULLA (OULLA_cases@deped.gov.ph).

2. **Subject of Email.** The subject of the transmittal e-mail shall be the same filename of the document. Thus, it shall contain the following:

- (a) RD and SDO concerned;
- (b) Indication of whether the document for submission is: (i) For Information or (ii) For case assistance;
- (c) the docket number/s, case title/s and
- (d) the designation of the submission being transmitted, which shall indicate its nature.

[Region or Schools Division] [For Case Assistance] [Docket Number/s and Case Title] - [Designation of the Pleading or Court Submission]

Example: Region 1- For Case Assistance - Civil Case No. 123456, DepEd v. Juan de/a Cruz - Petition for Review

3. **Body of Email.** The body of the e-mail shall follow the prescribed format and must contain sufficient information to enable the OULLA to ascertain the case data, specifically

- i. Docket number/s;
- ii. Case title/s; and
- iii. The name and position of the authorized person sending the email;
- iv. The contact information (mobile and official email address) of the authorized person sending the email;
- v. Brief summary of the document being transmitted
- vi. A list of the document titles of the attachments to the transmittal e-mail.

Example:

- i. Civil Case No. 123456
- ii. Maria dela Cruz v. Juan dela Cruz
- iii. Juan Dela Cruz; Regional lawyer
- iv. 0915-***-****; juandelacruz@deped.gov.ph
- v. Attached is the Petition for Review to be filed in the Court of Appeals relative to the civil case filed by DepEd to recover damages from Respondent Juan dela Cruz for breach of contract in supplying school supplies to Regional Office 1.
- vi. List of Attachments

1	Decision of RTC Branch XXX
2	Complaint

VI. MONITORING AND REPORTING

A. Designation of Focal Persons

1. Each RDO and SDO shall designate at least one (1) focal person, who must be a lawyer.
2. The designated focal person/s shall be responsible for (i) coordinating with the OULLA Central Office on all matters submitted by their respective office; (ii) monitoring the status of requests for clearance, review, or case assistance; and (iv) submission of required reports as provided under Section V and Section VI (B) of these Guidelines.

B. Submission of Monthly Transmittal Report

Every 1st of the Month, the designated focal person must submit a report containing a summary of all the documents submitted to OULLA for clearance, review, assistance, or information. The template of the report is attached herewith as **Enclosure No. 4 - Monthly Transmittal Report**.

VII. ROLES AND RESPONSIBILITIES

A. Central Office

The Central Office through OULLA shall be responsible for implementation, monitoring, and evaluation of the guidelines and work processes regarding the OULLA's exercise of functional supervision over DepEd lawyers in the regional level and division level. It shall also issue advisory on legal directives related to the exercise of DepEd's mandate.

B. Regional and Division Lawyers- The Regional Lawyers shall have the following duties and responsibilities:

1. Ensure implementation of these Guidelines and procedures within the region;
2. Maintain a database and consolidated data on matters that were transmitted to OULLA;
3. Ensure all the supporting documents are attached/included in the transmittal of Form No. 1;
4. Adhere to advisory issuances of OULLA; and
5. Attend coordination and direction setting meeting, as needed.

C. Focal Person

1. Coordinate with the concerned lawyers and their Regional Director and Schools Division Superintendent, whenever there is a need for it;
2. Ensure timely and accurate submission of the required forms and documents;
3. Coordinate and follow up with OULLA for urgent matters; and
4. Attend coordination and direction setting meetings.

VIII. TRAINING AND CAPACITY BUILDING PROGRAMS

OULLA shall conduct training and capacity-building activities for DepEd lawyers in the regional and division level to ensure better coordination, strengthen legal competencies, and promote consistent application of these guidelines. These sessions, when necessary, shall provide a venue to clarify procedures, address common concerns and challenges with the framework, and develop a shared understanding of DepEd's priorities and established timelines.

VII. BUDGET

Supplemental guidelines will be issued relative to the implementation of DO 21, in accordance with the existing accounting, budgeting, auditing, and procurement laws, rules and regulations.

VIII. EFFECTIVITY

These guidelines shall take effect immediately upon issuance and posting on the DepEd website.



Republic of the Philippines
Department of Education

Enclosure 1

TRANSMITTAL

FOR OULLA's LEGAL REVIEW / CLEARANCE

Date	Day Month Year			
Regional or Division Office	Specify the regional or schools division office			
Submitted by (Name and Position)	Name of authorized person submitting the documents			
Activity Request	<input type="checkbox"/>	For review	<input type="checkbox"/>	For clearance
Type of document	<input type="checkbox"/>	Legal opinion	<input type="checkbox"/>	Contract / MOA
	<input type="checkbox"/>	Policy, regulations, or issuances	<input type="checkbox"/>	Demand letters, documents on claims, disputes, or settlements
	<input type="checkbox"/>	Others. Please specify: _____		
Brief Summary / Background	Provide a summary of the facts to provide context to the document for review, the legal questions for clarification, as well as the respective office's suggestions or recommendations			
Attached files	List of attached files			



Republic of the Philippines
Department of Education

Enclosure 2

MONITORING REPORT

ALL PENDING CASES - CONSOLIDATED BY REGIONAL OFFICE AS OF [DATE]

REGIONAL OFFICE []

Docket Number / Case Title/ Nature of the Case	Office Handling <i>Identify the Regional Office, Schools Division Office handling the matter, or if handled by the Central Office or Office of the Solicitor General</i>	Status <i>Provide a brief summary of the latest updates and current status of the case and if there are any submissions due on the part of DepEd.</i>	Lawyers Involved <i>Are there deputized DepEd lawyers handling the case? Number and names of lawyers, if any</i>
<i>Example</i> Civil Case No. 123456 DepEd v. Juan dela Cruz Civil case for damages based on quasi-delict.	Regional Office I	Final Decision of RTC Ilocos Branch 11 has been rendered in favor of DepEd. Respondent filed a Motion Reconsideration last 5 July 2025. Awaiting RTC Branch 11's decision on the MR.	Deputized – Three (3) lawyers Atty. Anne Cruz Atty. Nadine Reyes Atty. Andrea Corpuz



Republic of the Philippines
Department of Education

Enclosure 3

TRANSMITTAL
LEGAL ASSISTANCE FOR CASES

Date	Day Month Year
Regional or division office	Specify the regional or schools division office
Submitted by	Name of authorized person submitting the documents
Case details	Case Title: Case Docket No: Court where the case is pending:
Case summary	Brief description on the background and nature of the case, including the timeline for the case (<i>i.e.</i> when the case was filed/initiated up to the date of transmittal to Central Office)
Material dates	Date of receipt of the Assailed Order, Decision, or Judgment. Date of filing of a Motion for Reconsideration, if any. Date of receipt of the Assailed Resolution denying the Motion for Reconsideration, if any.
Attached files	List of attached files

