



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

12 August 2025

UNNUMBERED MEMORANDUM

AMENDED GUIDELINES FOR DEPED ORDER NO. 021, S. 2025

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-2025-1566, entitled Amended Guidelines for DepEd Order No. 021, s. 2025, dated August 6, 2025.
2. For your information, guidance, and widest dissemination.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

MBA/Memo_ Amended Guidelines for DepEd Order No. 021. s. 2025
S2-110980/08-12-2025



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

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MEMORANDUM

OULLA-2025- 1566

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

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

SUBJECT : AMENDED GUIDELINES FOR DEPED ORDER NO. 021, s. 2025

DATE : AUG 06 2025

On 18 July 2025, the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) issued the Implementing Guidelines of DepEd Order No. 021, s. 2025 on its functional supervision over matters with legal implications across all regional and division offices.

Since then, OULLA has received a significant volume of requests for legal review and clearance, including submissions beyond the scope of its authority.

In view of the foregoing, OULLA issues the enclosed amended guidelines to supplement the initial Implementing Guidelines and to promote a more streamlined, timely, and efficient review process. These amendments include the shift to a Google Form-based system for submitting requests and supporting documents, and the requirement for Memoranda of Agreement and similar contracts to undergo legal clearance prior to their issuance.

All Regional Offices and Schools Division Offices are hereby directed to observe strict compliance set forth in the amended guidelines for the proper submission of documents for legal review or clearance.

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

**AMENDED 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

On 18 July 2025, the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) issued the Implementing Guidelines (Guidelines) of DepEd Order No. 021, s. 2025 relative to OULLA's exercise of functional supervision over matters with legal implications across all regional and division offices.

Since the issuance of the Guidelines, OULLA has received an influx of documents via electronic mail, along with inquiries and transmittals endorsing matters that fall outside the scope of its functional jurisdiction.

Accordingly, these Supplemental Guidelines are being issued to address the following: (a) transition from email to a Google Forms-based system for the transmittal of documents; (b) the reiteration of reminders to Regional and Schools Division Offices regarding the proper submission of documents for clearance or review; and (c) concerns relating to privacy and non-disclosure with regard to submissions from ROs and SDOs.

II. EXERCISE OF FUNCTIONAL SUPERVISION

Item III (A) – (B) of the Guidelines is hereby amended as follows:

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.
3. **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.**

B. Matters for Legal Review. OULLA shall review demand letters or documents relating to claims, disputes, or settlements. These refer to 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. This includes responses to such demand letters.

While these documents shall be subject to legal review, their issuance shall not require prior clearance from OULLA. Any finding of irregularities in these matters may subject the personnel involved to possible administrative sanctions.

xxx”

III. SUBMITTING DOCUMENTS FOR CLEARANCE OR REVIEW SUBMISSION OF DOCUMENTS FOR REVIEW, CLEARANCE OR CASE ASSISTANCE

Item IV of the Guidelines is hereby amended as follows:

“A. Submission through Google Drive

All documents requiring review or clearance by OULLA shall be submitted through the designated Google Forms platform.

To ensure proper tracking and processing, the Google Form must be duly accomplished with complete and accurate information. A confirmation receipt will be automatically generated upon successful submission.

The links to the official Google Form are as follows:

Request Type	Google Form
Legal Review or Clearance	https://bit.ly/OULLALegalAssistance
Case Assistance	https://bit.ly/OULLACaseAssistance

B. Information Requested

The authorized representative is required to accomplish the following fields in the Google Form when submitting documents for review or clearance:

1. Office (*i.e. Region I or Schools Division Ilocos Norte*);
2. Name of Authorized Personnel (*i.e. Jane Dela Cruz, CESO II*);
3. Designation of Authorized Personnel (*i.e. Attorney III*);
4. Contact Number (*i.e. 09170000000*);
5. Email Address (*i.e. jane.delacruz@deped.gov.ph*);

The following are additional information needed for requests involving document review and clearance:

1. Type of Document. Select one from the options provided (*i.e. Memorandum of Agreement*);
2. Activity. Select one from the options provided (*i.e. For clearance*);
3. Name of the Parties to the document, if any;
4. Brief summary of the subject matter or case for review;

The following are additional information needed for requests involving case assistance:

1. Activity (*i.e. For Case Assistance*)
2. Type of Case. Select one from the options provided (*i.e. Civil*)
3. Case Title (*i.e. Department of Education v. Jane Dela Cruz*)
4. Docket No. (*Civil Case No. xxxx*)
5. Brief Summary of the Case
6. Summary of Request (*i.e. Review of Complaint, Review of case strategy*)

C. Enclosures

The signed and applicable Enclosures shall be attached and uploaded in the Google Form.

Enclosure Number	Description
Enclosure 1	For matters requiring legal clearance or review
Enclosure 2	Legal assistance for cases
Enclosure 3	Monitoring report for all pending cases as discussed in Item III of this Supplemental Guidelines
Enclosure 4	Monthly Monitoring as discussed in Item IV of this Supplemental Guidelines

D. Attachments

In the same Google Form, the following files must be attached (1) the .pdf **and** .docx formats of the document to be reviewed; and (2) other reference files.”

III. MONITORING AND ASSISTANCE IN HANDLING CASES

Item V of the Guidelines is hereby amended as follows:

“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 3**, as provided in the previous Guidelines.

The deadline for submitting such report is **31 August 2025**.

Monitoring reports for all pending cases shall be submitted through the following Google Form link <https://bit.ly/OUJLAMonitoring>.

B. Furnishing of Electronic Copies of All Court-Related Submissions and Correspondences.

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

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."

IV. MONITORING AND REPORTING

A. 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**.

Monitoring reports for all pending cases shall be submitted through the following Google Form link <https://bit.ly/OULLAMonitoring>.

B. 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 (iii) submission of (a) monitoring report for all pending cases and (b) the monthly transmittal report

V. UPLOADED REFERENCES

To assist all offices in the preparation of legal documents, OULLA has uploaded legal form templates in a shared Google Drive. These templates may be used as reference materials, however, they must be carefully reviewed, adjusted, and modified to suit the specific context and requirements of each transaction.

The legal documents are uploaded in https://bit.ly/templates_folder. The contents of the folder will be updated from time to time to include additional or revised documents.

VI. GENERAL REMINDERS

OULLA's functional supervision over DepEd lawyers in ROs and SDOs is limited to reviewing legal documents endorsed by ROs and SDOs and those accompanied by an action document. The concerned Office must first act on the issue and then forward the relevant document to OULLA for review and/or clearance, provided the matter falls under Section III (A) to (C) of the Guidelines.

Except for the documents where OULLA is only copy furnished, all submissions must be directed exclusively to OULLA. Copies of the documents shall not be shared with any external parties unless

expressly authorized by OULLA. This is to ensure confidentiality, proper handling, and compliance with applicable data protection and disclosure policies.

All other provisions in the previously issued Guidelines, not inconsistent or hereby expressly included herein, shall remain valid and in effect, most especially the scope of the exercise of OULLA's functional jurisdiction.

For your strict compliance.

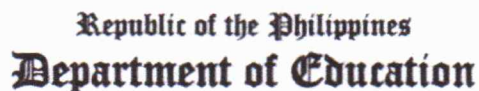


Republic of the Philippines
Department of Education

Enclosure 1

TRANSMITTAL
LEGAL REVIEW / CLEARANCE

Date	Day Month Year		
Regional or Division Office	Specify the regional or schools division office		
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		
SUBMITTED BY: _____ Name and Signature of Representative			



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	<p>Case Title:</p> <p>Case Docket No:</p> <p>Court where the case is pending:</p>
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	<p>Date of receipt of the Assailed Order, Decision, or Judgment.</p> <p>Date of filing of a Motion for Reconsideration, if any.</p> <p>Date of receipt of the Assailed Resolution denying the Motion for Reconsideration, if any.</p>
Attached files	List of attached files
<p>SUBMITTED BY:</p> <p>_____</p> <p>Name and Signature of Representative</p>	



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Enclosure 3

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

SUBMITTED BY:

Name and Signature of Representative



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Enclosure 4

MONTHLY MONITORING

Regional or Division Office	Regional Office-NCR
Compliance Period	June 1 to June 30, 2025
Number of Documents/Requests	Five (5)

INVENTORY

Document Name/Description	Requested Action	Date Transmitted to OULLA	Status/Remarks
Legal Opinion on Eligibility of Athletes in the Division, Regional, and Palarong Pambansa 2025.	Clearance	June 05, 2025	Pending clearance of OULLA
Draft MOA between DepEd Regional Office V and Province of Albay	Review	June 18, 2025	For submission of supporting documents
Case 123456 – DepEd v. Juan Dela Cruz Petition for Review (Court of Appeals)	For Assistance	June 21, 2025	Meeting set on June 25, 2025

NOTHING FOLLOWS

SUBMITTED BY:

Name and Signature of Representative