



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

15 October 2025

**UNNUMBERED MEMORANDUM**

**THIRD SUPPLEMENTAL GUIDELINES FOR DEPARTMENT OF EDUCATION (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 Memorandum OULLA-2025-2147, entitled Third Supplemental Guidelines for Department of Education (DepEd) Order No. 021, s. 2025
2. For your information, guidance, and widest dissemination.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

KMS/Memo\_Third Supplemental Guidelines for DepEd Order 021, s. 2025  
S2-112611/10-15-2025

**Re: THIRD SUPPLEMENTAL GUIDELINES FOR DEPARTMENT OF EDUCATION (DEPED) ORDER NO. 021, s. 2025**

**From** DepEd Navotas City <navotas.city@deped.gov.ph>

**Date** Mon 13/10/2025 7:43 AM

**To** Office of the Undersecretary for Legal and Legislative Affairs Regional <oulla\_regional@deped.gov.ph>

**Cc** DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED ILOCOS NORTE <ilocos.norte@deped.gov.ph>; DEPED ILOCOS SUR <ilocos.sur@deped.gov.ph>; DEPED La Union <la.union@deped.gov.ph>; DEPED PANGASINAN 1 <pangasinan1@deped.gov.ph>; DEPED PANGASINAN 2 <pangasinan2@deped.gov.ph>; DEPED ALAMINOS CITY <alaminos.city@deped.gov.ph>; DEPED BATAK CITY <batak.city@deped.gov.ph>; DEPED CANDON CITY <candon.city@deped.gov.ph>; DEPED DAGUPAN CITY <dagupan.city@deped.gov.ph>; DEPED LAOAG CITY <laoag.city@deped.gov.ph>; DEPED SAN CARLOS CITY (REG. 1) <sancarlos.city1@deped.gov.ph>; DEPED SAN FERNANDO CITY <sanfernando.city1@deped.gov.ph>; DEPED URDANETA CITY <urdaneta.city@deped.gov.ph>; DEPED VIGAN CITY <vigan.city@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED BATANES <batanes@deped.gov.ph>; SDO CAGAYAN <sdo.cagayan@deped.gov.ph>; DEPED ISABELA <isabela@deped.gov.ph>; DEPED QUIRINO <quirino@deped.gov.ph>

Acknowledged.

On Fri, Oct 10, 2025 at 5:13 PM Office of the Undersecretary for Legal and Legislative Affairs Regional <[oulla\\_regional@deped.gov.ph](mailto:oulla_regional@deped.gov.ph)> wrote:

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

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, outlining its functional supervision over matters with legal implications across DepEd's regional and division offices. These were later amended on 6 August 2025 to streamline document transmittal via a Google Forms-based system, to reiterate proper submission protocols, and to address confidentiality concerns.

Following these issuances, OULLA has since identified certain documents that fall outside its functional supervision and therefore no longer require its review.

Accordingly, this Third Supplemental Guidelines, hereto attached as "**Annex A**", is issued to clarify the exclusion of Deeds of Donation, pertinent real property matters under the jurisdiction of other DepEd's offices, agreements governed by standard templates, and school-to-school contracts from OULLA's review. For ease of reference and uniform implementation, standard templates and related forms corresponding to the aforesaid documents are likewise enclosed.

All Regional Offices and Schools Division Offices are hereby directed to observe strict compliance set forth in the Third Supplemental Guidelines for the proper submission of documents for legal review.

For questions or clarifications, please coordinate with Ms. Jerlene de Sola of OULLA through email at [oulla\\_regional@deped.gov.ph](mailto:oulla_regional@deped.gov.ph), or through telephone number 02-8637-4611.



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Your experience matters a lot to us. Please help us continuously improve our services by filling up the link below as part of our Citizen/Client Satisfaction Survey Form. Thank you!

**Schools Division Office Navotas City - Client Satisfaction Measurement (CSM) (2025)**

[https://forms.office.com/Pages/ResponsePage.aspx?](https://forms.office.com/Pages/ResponsePage.aspx?id=gKvjQCQgo0W_dnoHYaJNKbBsm0jX91dCtDnsyuDPUQVURE1aSVNaTDFNVDIzRjl0M1VSUKYxNkRRWS4u)

[id=gKvjQCQgo0W\\_dnoHYaJNKbBsm0jX91dCtDnsyuDPUQVURE1aSVNaTDFNVDIzRjl0M1VSUKYxNkRRWS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=gKvjQCQgo0W_dnoHYaJNKbBsm0jX91dCtDnsyuDPUQVURE1aSVNaTDFNVDIzRjl0M1VSUKYxNkRRWS4u)

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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

**MEMORANDUM**

**OULLA-2025-** 2147

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

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

**ATTY. MA. TERESA BEATRICE N. JOSE**  
Atty. V, Office of the Undersecretary for Legal and Legislative Affairs

**SUBJECT :** **THIRD SUPPLEMENTAL GUIDELINES FOR DEPARTMENT OF  
EDUCATION (DEPED) ORDER NO. 021, s. 2025**

**DATE :** OCT 10 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, outlining its functional supervision over matters with legal implications across DepEd's regional and division offices. These were later amended on 6 August 2025 to streamline document transmittal via a Google Forms-based system, to reiterate proper submission protocols, and to address confidentiality concerns.

Following these issuances, OULLA has since identified certain documents that fall outside its functional supervision and therefore no longer require its review.

Accordingly, this Third Supplemental Guidelines, hereto attached as "**Annex A**", is issued to clarify the exclusion of Deeds of Donation, pertinent real property matters under the jurisdiction of other DepEd's offices, agreements governed by standard templates, and school-to-school contracts from OULLA's review. For ease of reference and uniform implementation, standard templates and related forms corresponding to the aforesaid documents are likewise enclosed.

All Regional Offices and Schools Division Offices are hereby directed to observe strict compliance set forth in the Third Supplemental Guidelines for the proper submission of documents for legal review.

For questions or clarifications, please coordinate with Ms. Jerlene de Sola of OULLA through email at [oulla\\_regional@deped.gov.ph](mailto:oulla_regional@deped.gov.ph), or through telephone number 02-8637-4611.

## **“ANNEX A”**

### **THIRD SUPPLEMENTAL 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.

Thereafter, on 6 August 2025, OULLA issued the Amended Guidelines (Amended Guidelines) of DepEd Order No. 021, s. 2025 to streamline the transmittal of documents through a Google Forms-based system, to reiterate proper submission protocols for legal review and clearance, and to address privacy and non-disclosure concerns in submissions from Regional Offices (ROs) and School Division Offices (SDOs).

Since the issuance of the Guidelines and its amendments, OULLA has identified specific documents which fall outside its functional supervision and therefore do not require its review. Accordingly, this Third Supplemental Guidelines is issued to clarify the exclusion of Deeds of Donation, pertinent real property matters under the jurisdiction of other Department of Education (DepEd) offices, agreements governed by standard templates, and school-to-school contracts from OULLA's review.

#### **II. EXCLUSIONS FROM OULLA'S REVIEW AND CLEARANCE**

##### ***a. Deeds of Donations***

Donation of land is subject to Sites Titling Office (STO)'s processes, while the donation of school buildings is subject to the process of the Education Facilities Division (EFD) under the Human Resources and Organizational Development (HROD) strand.

With regard to donations of personal properties, OULLA deems it more appropriate to entrust their review to the lawyers of ROs and SDOs considering the urgency of donations and the necessity for prompt execution.

For ease of coordination, the contact details of the concerned offices are provided below:

| <b>Office</b>                 | <b>Contact Information</b>             |
|-------------------------------|----------------------------------------|
| Sites Titling Office          | sto@dep.gov.ph                         |
| Education Facilities Division | (02) 8638 7110 or<br>efd.od@dep.gov.ph |

##### ***b. Documents Pertaining to the Titling of Non-School Properties***

The titling of non-school properties properly falls under the mandate and functional jurisdiction of the Real Estate and Property Management Office (REPMO). Accordingly, documents and processes related to such titling are more appropriately handled by said Office.

Given that the review and clearance of these documents pertain to REPMO's functions, the same shall no longer be subject to OULLA's review and clearance.

For ease of coordination, the contact details of REPMO is provided below:

| Office                                     | Contact Information    |
|--------------------------------------------|------------------------|
| Real Estate and Property Management Office | oua.repmo@deped.gov.ph |

*c. Agreements Governed by Standard Templates*

*i. Work Immersion Contracts*

DepEd issued DepEd Order No. 30, s. 2017 entitled, "Guidelines for Work Immersion" which serves as the basis for the implementation of work immersion in all Senior High Schools.

This issuance prescribes the specific obligations and requirements necessary to facilitate the effective conduct of the work immersion program with partner institutions and provides a standard Memorandum of Agreement (MOA) template (Enclosure 1).

Separately, DepEd and the Commission on Higher and Education (CHED) jointly issued Joint CHED-DEPED Memorandum Circular No. 1, s. 2021 entitled, "Policies and Guidelines on the Deployment of Pre-Service Teachers for Field Study and Teaching Internship," which governs practice teaching and field study of pre-service teachers. This issuance outlines the obligations and requirements for the implementation of the Program and includes a standard MOA template (Enclosure 2).

In view of the foregoing, OULIA shall **no longer conduct legal review of MOAs involving work immersion or the deployment of pre-service teachers** for field study and teaching internship. The lawyers of ROs and SDOs are hereby reminded to adhere strictly to the pertinent policy issuances and to utilize the prescribed MOA templates.

*ii. Memorandum of Agreement for the Adopt-a-School Program*

Under the Adopt-a-School Program, a MOA specifying the details of the adoption shall be entered into between the adopting entity and the head of the school concerned. Considering the time-sensitive nature of the transactions and the closer coordination between the field offices and the adopting entity, OULIA deems that its legal review is more appropriately vested in the lawyers of the ROs and SDOs.

To guide all lawyers in the preparation and execution of the Adopt-a-School MOA, the standard MOA is attached herein for reference (Enclosure 3). Lawyers in the ROs and SDOs are hereby directed to observe the provisions therein and as far as practicable, to apply the same to all Adopt-a-School agreements. All MOAs shall be reviewed in accordance with Republic Act (RA) No. 8525, DepEd Order No. 2, s. 2014, and Bureau of Internal Revenue, Revenue Regulations 013-2025.

*iii. Memorandum of Agreement for the Operation and Management of School Canteens*

DECS Order No. 95, s. 1998 prescribes the revised implementing guidelines for the turnover of canteens to teachers' cooperatives. Pursuant thereto, a MOA is executed to specify the terms and conditions governing the operation and management of DepEd canteens by the teachers' cooperatives.

Since the said Order provides for a standard template for the MOA (Enclosure 4), OULIA shall no longer conduct a legal review of the same. The lawyers of the ROs and SDOs are reminded

to be guided by and strictly adhere to the provisions of DECS Order NO. 95, s. 1998, as well as RA No. 6938, otherwise known as the "Cooperative Code of the Philippines."

***d. Contracts of Service of Personnel***

Pursuant to Item III of the Implementing Guidelines of DepEd Order No. 021, s. 2025, as amended, issuances and releases addressed to and concerning personnel within DepEd are outside the scope of OULLA's functional supervision.

**III. ENCLOSURES**

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

| Enclosure Number | Description                                                                        |
|------------------|------------------------------------------------------------------------------------|
| Enclosure 1      | MOA for Work Immersion                                                             |
| Enclosure 2      | MOA for Deployment of Pre-Service Teachers for Field Study and Teaching Internship |
| Enclosure 3      | Sample MOA Template for Adopt-a-School                                             |
| Enclosure 4      | MOA for Operation and Management of School Canteens                                |

**IV. GENERAL REMINDERS**

While specific documents have been excluded from OULLA's legal review and clearance, the lawyers of ROs and SDOs are expected to exercise sound discretion in determining their validity, compliance with law and policy, and overall propriety in light of DepEd's best interests.

OULLA reserves the right to amend these Guidelines and where circumstances warrant, to direct lawyers in ROs and SDOs to elevate any matter or document to OULLA for appropriate action. Strict adherence to the applicable laws, issuances, and prescribed templates is required to ensure uniformity, compliance, and the protection of DepEd and its stakeholders.

For your information and immediate compliance.