



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 29, 2022

REGIONAL MEMORANDUM

No. **282** 2022

**REQUIREMENTS FOR REQUEST FOR LEGAL ASSISTANCE
AND DEPUTATION OF CASES INVOLVING SCHOOL SITES**

To: Schools Division Superintendents
All Others Concerned

- Attached is **Memorandum DM-LA/STO-2022-01** dated March 8, 2022, issued by the Sites Titling Office, Office of the Assistant Secretary for Legal Affairs, DepEd Central Office, relative to the requirements for request for legal assistance and deputation on cases involving school sites.
- Immediate dissemination of and compliance with this memorandum are desired.

[Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: As indicated
References: None
To be indicated in the Perpetual Index under the following subjects:

SCHOOL SITES DEPUTATION REQUIREMENTS



ORD-LU-ECC





Republic of the Philippines
Department of Education

Office of the Assistant Secretary for Legal Affairs

MARC RYAN T. EBOL 02:28PM

87045

A.S. RAYMUNDO

Sites Titling Office

MEMORANDUM
DM-LA/STO-2022 - 01

OFFICE OF THE DIRECTOR IV	
Date and Time Received	Signature
3/28/22	
Date and Time Released	Signature
3/28/22	3:23

RECEIVED

3/25/22

Date of Issuance

AA

Signature

TO : ALL REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION: ALL REGIONAL AND DIVISION ATTORNEYS

SUBJECT : Requirements for Submission of Requests for Legal Assistance and Deputation on Cases involving School Sites

DATE : March 8, 2022

In view of the requests of DepEd Attorneys in the Division Offices nationwide for issuance of authority or deputation to appear before the courts and represent the Department of Education (DepEd) as collaborating counsel of the Office of Solicitor General (OSG) in cases involving school sites and to facilitate the immediate submission of said requests to the OSG for the immediate issuance of deputation, it is directed that a written request be submitted by the division attorney requesting for deputation accompanied by the following documentary requirements in compliance with the Memorandum of the OSG dated December 15, 2015, Re Guidelines on Deputation of Private Lawyers and Special Attorneys:

1. Curriculum Vitae;
2. Mandatory Continuing Legal Education (MCLE) Certificate for the current compliance period;
3. Integrated Bar of the Philippines (IBP) Certificate of Good Standing for the current year;
4. Indorsement or recommendation from the concerned Schools Division Superintendent.

For renewal of deputation, the request shall be accompanied with the following documents:

1. Updated MCLE Certificate, if applicable;
2. IBP Certificate of Good Standing for the current year;
3. Status Report of Cases previously handled, if any;
4. Indorsement or recommendation from the concerned Schools Division Superintendent.

To keep track of the school site cases handled by deputized DepEd attorney, the latter shall **submit a quarterly report** on the status of the school site case/s for submission to the OSG for updates.

With respect to requests for legal assistance and/or advice on issues and concerns involving school sites and to ensure such requests are facilitated immediately, it is further directed that the concerned Schools Division Office or Regional Office shall submit a complete staff work (CSW) with comments and/or recommendation from both the regional and division offices, which shall include the following information:

1. Brief description and background of the school site;
2. Proof of ownership and/or possession over the subject property (how the property was acquired) and other legal documents;
3. Sketch map, cadastral survey, other documents showing the location, metes and bounds of the school site;
4. School profile; and
5. Complete records pertaining to the school site

The above-mentioned requirements and reports shall be submitted to the Sites Titling Office through the Office of the undersigned.

For information and guidance.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary



Republic of the Philippines

Department of Education

Office of the Assistant Secretary for Legal Affairs

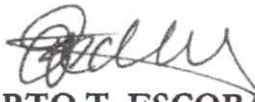
DEPARTMENT OF EDUCATION
LEGAL AFFAIRS
TRAINING
MARC RYAN T. EBOL 02:20PM
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AS RABANADO

Sites Titling Office

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT**

ATTENTION: **REGIONAL AND DIVISION ATTORNEYS**

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary

SUBJECT : **Interface of DepEd and OSG Lawyers**

DATE : **March 16, 2022**

The Department of Education (DepEd) through the Office of the Assistant Secretary for Legal Affairs (OASLA) with the Sites Titling Office (STO) will conduct the first ever activity with the Office of the Solicitor General (OSG) entitled “Interface of DepEd and OSG Lawyers,” which will be conducted on **April 21, 2022**, via Microsoft Teams.

The activity aims to have an extensive discussion on the systematic processes and proper coordination between DepEd and OSG lawyers handling school site cases and to determine gaps and problems areas in the handling and management of school site cases for the effective and efficient administration and implementation of the mandates of the DepEd in ensuring access to education of all Filipino children and having a safe school environment conducive to learning and for the continuous and smooth operation, maintenance and development of school sites to support the learning of school children in the public school system.

In view of the foregoing, you are hereby directed to attend the said activity, a Certificate of Participation will be send via email after the program. For any query as to the link for that event, please coordinate with Ms. Maricor S. Silfavan at sto@deped.gov.ph or thru the following contact number (02) 8637-3743.

For information and guidance.