



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

June 2, 2026

**REGIONAL MEMORANDUM**

No. **678** s. 2026

**SUBMISSION OF REQUESTS FOR AUTHORITY TO RENDER  
 PRO BONO LEGAL AID SERVICES UNDER THE RULES ON  
 UNIFIED LEGAL AID SERVICE (ULAS)**

To: Schools Division Superintendents  
 Division Legal Officers  
 Teaching and Non-teaching Lawyers  
 All Others Concerned

1. Attached is Memorandum **OULLA-2026-1717** dated May 22, 2026, from the Department of Education, Office of the Undersecretary for Legal and Legislative Affairs (OULLA), DepEd Complex, Meralco Avenue, Pasig City, relative to the submission of request for **Authority to Render Pro Bono Legal Aid Services** to OULLA via **ulas@deped.gov.ph**.
2. All teaching and non-teaching lawyers are encouraged to accomplish the attached template attached as Annex A, on or before **June 5, 2026** thru the abovementioned email.
3. Immediate dissemination of and compliance with this Memorandum are desired.

*for:*  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
 Regional Director



Enclosures: Memorandum, Annex A  
 References: None

To be indicated in the Perpetual Index under the following subjects:

**Authority to Render Pro Bono Legal Aid**

**Unified Legal Aid Service**

ORD-LU-MJSC



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 Telephone No.: (053) 832-5738  
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OFFICE OF THE REGIONAL DIRECTOR  
SIGNATURE

Region VIII Eastern Visayas <region8@depd.gov.ph>

[OULLA-2026-1717] SUBMISSION OF REQUEST FOR AUTHORITY TO RENDER PRO BONO LEGAL AID SERVICES UNDER THE RULES ON UNIFIED LEGAL AID SERVICE (ULAS)

1 message

Legislative Liaison Office - Unified Legal Aid Service (ULAS) <ulas@depd.gov.ph> Tue, May 26, 2026 at 3:56 PM

To: Office of the Secretary <osec@depd.gov.ph>, "Office of the Undersecretary for Procurement (OUPRO)" <oupro@depd.gov.ph>, "Office of the Undersecretary for Legal Affairs (OULA)" <oula@depd.gov.ph>, "OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION (OUA)" <usecoradministration@depd.gov.ph>, "Office of the Undersecretary for Strategic Management (OUSM)" <ousm@depd.gov.ph>, Office of the Undersecretary for Operations <ouops@depd.gov.ph>, "Office of the Undersecretary for Curriculum and Teaching (OUCT)" <ouct@depd.gov.ph>, Undersecretary for Finance - Budget and Performance Monitoring <usec.financebpm@depd.gov.ph>, "Office of the USec for Human Resource & Organizational Dev (OUHROD)" <usec.hrod@depd.gov.ph>, Office of Undersecretary Debbie Dijamco <OUDD@depd.gov.ph>, Philippine Qualifications Framework Secretariat <pqf.secretariat@depd.gov.ph>, Office of the Assistant Secretary for Public Affairs and External Partnerships <oaspaep@depd.gov.ph>, "Office of the Assistant Secretary for ICT (OASICT)" <oasict@depd.gov.ph>, "Office of the Assistant Secretary for Strategic Management (OASSM)" <oassm@depd.gov.ph>, Office of the Assistant Secretary for Operations <asec.ops@depd.gov.ph>, Office of the Assistant Secretary for Education Governance <oaseg@depd.gov.ph>, PRIVATE EDUCATION <private.education@depd.gov.ph>, Office of Assistant Secretary for Curriculum and Teaching <oasct@depd.gov.ph>, Office of the ASec for Curriculum and Teaching - Education Assessment and Alternative Education <oasct.eaae@depd.gov.ph>, Office of the Assistant Secretary for Human Resource & Organizational Development <oas.hrod@depd.gov.ph>, Procurement Management Service <procms.od@depd.gov.ph>, CONTRACT MANAGEMENT DIVISION <procms.pcmd@depd.gov.ph>, DepEd BAC Secretariat <depdcentral.bacsecretariat@depd.gov.ph>, Public Affairs Service - Office of the Director <pas.od@depd.gov.ph>, Communications Divisions <pas.cd@depd.gov.ph>, DEPED ACTION CENTER <depdactioncenter@depd.gov.ph>, Publications Division <pas.pd@depd.gov.ph>, Internal Audit Service Office of the Director <ias.od@depd.gov.ph>, Internal Audit Service Management Audit Division <ias.mad@depd.gov.ph>, ICTS - Office of the Director <icts.od@depd.gov.ph>, ICTS - Solutions Development Division <icts.sdd@depd.gov.ph>, ICTS - Technology and Infrastructure Division <icts.tid@depd.gov.ph>, ICTS - User Support Division <icts.usd@depd.gov.ph>, Planning Service Office of the Director <ps.od@depd.gov.ph>, PS - Education Management Information System Division <ps.emisd@depd.gov.ph>, PS Planning Programming Division <ps.ppd@depd.gov.ph>, PS <ps.prd@depd.gov.ph>, Legal Service Office of the Director <ls.od@depd.gov.ph>, Investigation Division <ls.invesdiv@depd.gov.ph>, Legal Division <ls.ld@depd.gov.ph>, Alternative Dispute Resolution Office <adro@depd.gov.ph>, School Titriling Office <sto@depd.gov.ph>, LEGAL AFFAIRS HELP DESK <leahd@depd.gov.ph>, Administrative Service Office of the Director <as.od@depd.gov.ph>, "Office of the Assistant Director for Administration (OAD)" <as.oad@depd.gov.ph>, Asset Management Division <as.amd@depd.gov.ph>, Cash Division <as.cd@depd.gov.ph>, General Services Division <as.gsd@depd.gov.ph>, Records Division <as.rd@depd.gov.ph>, DEPED BAGUIO TEACHERS CAMP <btc@depd.gov.ph>, Bureau of Learner Support Services Office of the Director <blss.od@depd.gov.ph>, BLSS - School Health Division <blss.shd@depd.gov.ph>, School Sports Division <blss.ssd@depd.gov.ph>, PALARONG PAMBANSA <palarong.pambansa@depd.gov.ph>, Youth Formation Division <blss.yfd@depd.gov.ph>, "Learner Rights and Protection Office (DepEd)" <lro@depd.gov.ph>, Disaster Risk Reduction and Management Service <drms@depd.gov.ph>, Bureau of Alternative Education - Office of the Director <bae.od@depd.gov.ph>, Bureau of Alternative Education - Policy and Quality Assurance Division <bae.pqad@depd.gov.ph>, Bureau of Alternative Education - Program Management and System Development Division <bae.pmsdd@depd.gov.ph>, Bureau of Learning Resources Office of the Director <blr.od@depd.gov.ph>, LITERACY COORDINATING COUNCIL <lcc@depd.gov.ph>, Bureau of Curriculum Development Office of the Director <bcd.od@depd.gov.ph>, Bureau of Learning Delivery Office of the Director <blod.od@depd.gov.ph>, Student Inclusion Division <bld.sid@depd.gov.ph>, "Indigenous Peoples Education Office (IPsEO)" <ipseo@depd.gov.ph>, National Educators Academy of the Philippines Office of the Director <neap.od@depd.gov.ph>, Professional Development Division <neap.pdd@depd.gov.ph>, Quality Assurance Division <neap.qad@depd.gov.ph>, Bureau of Education Assessment Office of the Director <bea.od@depd.gov.ph>, Finance Service Office of the Director <fs.od@depd.gov.ph>, Accounting Division <fs.ad@depd.gov.ph>, Budget Division <fs.bd@depd.gov.ph>, Employee Account Management Division <fs.eamd@depd.gov.ph>, Government Assistance and Subsidies Service <gass@depd.gov.ph>, GASS - Operations and Data Management Division <gass.odmd@depd.gov.ph>, GASS - Policy Review and Development Division <gass.prd@depd.gov.ph>, Education Program Management Office <epmo@depd.gov.ph>, Project Management Service Office of the Director <pms.od@depd.gov.ph>, Project Development Division <pms.pdd@depd.gov.ph>, Project Management Division <pms.pmd@depd.gov.ph>, Bureau of Human Resources and Organizational Development Office of the Director <bhrod.od@depd.gov.ph>, Employee Welfare Division <bhrod.ewd@depd.gov.ph>, Human Resource Development Division <bhrod.hrdd@depd.gov.ph>, Personnel Division <bhrod.pd@depd.gov.ph>, Organization Effectiveness Division <bhrod.oed@depd.gov.ph>, BHRD School Effectiveness Division <bhrod.sed@depd.gov.ph>, Education Facilities Division - Office of the Director <efd.od@depd.gov.ph>, Education Facilities Division <efd@depd.gov.ph>, DEPED NATIONAL CAPITAL REGION <ncr@depd.gov.ph>, PAU NCR <pau.ncr@depd.gov.ph>, DEPED CALOOCAN CITY <caloocan.city@depd.gov.ph>, DEPED LAS PINAS CITY <laspinas.city@depd.gov.ph>, DEPED MAKATI CITY <makati.city@depd.gov.ph>, DEPED MALABON CITY <malabon.city@depd.gov.ph>, SDO MANDALUYONG <sdo.mandaluyong@depd.gov.ph>, DEPED MANILA <manila@depd.gov.ph>, SDO MARIKINA <sdo.marikina@depd.gov.ph>, "sdo.muntinlupa@gmail.com" <sdo.muntinlupa@gmail.com>, DEPED NAVOTAS CITY <navotas.city@depd.gov.ph>, DEPED PARANAQUE CITY <paranaque.city@depd.gov.ph>, depdpasaycity <depdpasaycity@yahoo.com>, DEPED PASIG CITY <pasig.city@depd.gov.ph>, DEPED QUEZON CITY <quezon.city@depd.gov.ph>, "depedsanjuan@gmail.com" <depedsanjuan@gmail.com>, DEPED TAGUIG PATEROS <taguig.pateros@depd.gov.ph>, DEPED VALENZUELA CITY <valenzuela.city@depd.gov.ph>, DEPED I ILOCOS REGION <region1@depd.gov.ph>, DEPED ILOCOS NORTE <ilocos.norte@depd.gov.ph>, DEPED ILOCOS SUR <ilocos.sur@depd.gov.ph>, DEPED La Union <la.union@depd.gov.ph>, DEPED PANGASINAN 1 <pangasinan1@depd.gov.ph>, DEPED PANGASINAN 2 <pangasinan2@depd.gov.ph>, DEPED ALAMINOS CITY <alaminos.city@depd.gov.ph>, DEPED BATAK CITY <batak.city@depd.gov.ph>, DEPED CANDON CITY <candon.city@depd.gov.ph>, DEPED DAGUPAN CITY <dagupan.city@depd.gov.ph>, DEPED LAOAG CITY <laog.city@depd.gov.ph>, "DEPED SAN CARLOS CITY (REG. 1)" <sancarlos.city1@depd.gov.ph>, DEPED SAN FERNANDO CITY <sanfernando.city1@depd.gov.ph>, DEPED URDANETA CITY <urdaneta.city@depd.gov.ph>, DEPED VIGAN CITY <vigan.city@depd.gov.ph>, DEPED I CAGAYAN VALLEY <region2@depd.gov.ph>, DEPED BATANES <batanes@depd.gov.ph>, SDO CAGAYAN <sdo.cagayan@depd.gov.ph>, DEPED ISABELA <isabela@depd.gov.ph>, NUEVA VIZCAYA <nuevavizcaya@depd.gov.ph>, "quirino.depdro2@gmail.com" <quirino.depdro2@gmail.com>, "cauyan.depdro2@gmail.com" <cauyan.depdro2@gmail.com>, "ilagan.depdro2@gmail.com" <ilagan.depdro2@gmail.com>, DEPED SANTIAGO CITY <santiago.city@depd.gov.ph>, DEPED TUGUEGARAO <tuguegarao@depd.gov.ph>, DEPED III CENTRAL LUZON <region3@depd.gov.ph>, Division Aurora <aurora@depd.gov.ph>, DEPED BATAAN <bataan@depd.gov.ph>, DepEd Baliwag City <baliwag.city@depd.gov.ph>, DEPED BULACAN <bulacan@depd.gov.ph>, DEPED NUEVA ECIJA <nueva.ecija@depd.gov.ph>, DEPED PAMPANGA <pampanga@depd.gov.ph>, DEPED TARLAC <tarlac@depd.gov.ph>, DEPED ZAMBALES <zambales@depd.gov.ph>, DEPED ANGELES CITY <angeles.city@depd.gov.ph>, DEPED BALANGA CITY <balanga.city@depd.gov.ph>, DEPED CABANATUAN CITY <cabanatuan.city@depd.gov.ph>, DEPED GAPAN CITY <gapan.city@depd.gov.ph>, DEPED MABALACAT CITY <mabalacat.city@depd.gov.ph>, DEPED MALOLOS CITY <malolos.city@depd.gov.ph>, DEPED MEYCAUAYAN CITY <meycauyan.city@depd.gov.ph>, DEPED OLONGAPO CITY <olongapo.city@depd.gov.ph>, "DEPED CITY OF SAN FERNANDO (REG. 3)" <sanfernando.city3@depd.gov.ph>, DEPED SAN JOSE CITY <sanjose.city@depd.gov.ph>, DEPED SAN JOSE DEL MONTE CITY <sanjosedelmonte.city@depd.gov.ph>, DEPED MUNOZ SCIENCE CITY <munozi-science.city@depd.gov.ph>, DEPED TARLAC CITY <tarlac.city@depd.gov.ph>, DEPED REGION IV-A CALABARZON <region4a@depd.gov.ph>, DEPED BATANGAS <depd.batangas@depd.gov.ph>, DEPED CAVITE <depd.cavite@depd.gov.ph>, DEPED LAGUNA <laguna@depd.gov.ph>, DEPED QUEZON <quezon@depd.gov.ph>, DEPED RIZAL <rizal@depd.gov.ph>, DEPED ANTIPOLLO CITY <antipollo.city@depd.gov.ph>, DEPED BACOOR CITY <bacoor.city@depd.gov.ph>, DIVISION BATANGASCITY <division.batangascity@depd.gov.ph>, DEPED BINANGAY CITY <depd.binangay@depd.gov.ph>, Region IV-A Calaca <calaca@depd.gov.ph>, DIVISION CABUYAO <division.cabuyao@depd.gov.ph>, DEPED CALAMBA CITY <calamba.city@depd.gov.ph>, DEPED Cavite City <cavite.city@depd.gov.ph>, Dasmariñas City <dasmariñas.city@depd.gov.ph>, DEPED IMUS CITY <imus.city@depd.gov.ph>, DEPED LIPACITY <depd.lipacity@depd.gov.ph>, DEPED LUCENA CITY <lucena.city@depd.gov.ph>, DEPED SAN PABLO CITY <sanpablo.city@depd.gov.ph>, "DEPED Sta. 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ORO EMINL 5/28/26

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Dinagat <dio.dinagat@depd.gov.ph>, DEPED SURIGAO DEL NORTE <surigao.delnorte@depd.gov.ph>, DEPED SURIGAO DEL SUR <surigao.delsur@depd.gov.ph>, "depd.bayugan@gmail.com" <depd.bayugan@gmail.com>, DEPED BISLIG CITY <bislig.city@depd.gov.ph>, DEPED BUTUAN CITY <butuan.city@depd.gov.ph>, DEPED CABADBARAN CITY <cabadbaran.city@depd.gov.ph>, DEPED SIARGAO <siargao@depd.gov.ph>, DEPED SURIGAO CITY <surigao.city@depd.gov.ph>, DEPED TANDAG CITY <tandag.city@depd.gov.ph>, DEPED CORDILLERA ADMINISTRATIVE REGION <car@depd.gov.ph>, DEPED ABRA <abra@depd.gov.ph>, DEPED APAYAO <apayao@depd.gov.ph>, Benguet Deped Car <benguet@depd.gov.ph>, DEPED IFUGAO <ifugao@depd.gov.ph>, DEPED KALINGA <kalinga@depd.gov.ph>, DEPED MT PROVINCE <mt.province@depd.gov.ph>, Baguio City <baguio.city@depd.gov.ph>, DEPED TABUK CITY <tabuk.city@depd.gov.ph>  
Cc: Legislative Liaison Office <legis@depd.gov.ph>, Hana Escueta <hana.escueta@depd.gov.ph>, Chamuel Jophiel Dave Baccay <chamuel.baccay@depd.gov.ph>, Jhazen Binayan <jhazen.binayan@depd.gov.ph>, Allayssa Bianca Caagbay <allayssa.caagbay@depd.gov.ph>, John Joseph De Luna <john.deluna@depd.gov.ph>

Greetings from the DepEd - Legislative Liaison Office!

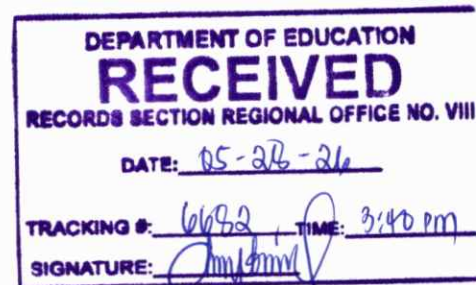
This refers to the submission of request for authority for all covered lawyers to render pro bono legal aid services under the Rules on Unified Legal Aid Service (ULAS).

In this regard, kindly see attachments, including the letter request with instructions, and the prescribed template of the request for reference. Please be guided that all submissions must be coursed through the official email address, [ulas@depd.gov.ph](mailto:ulas@depd.gov.ph). Do not hesitate to reach out to the Legislative Liaison Office for any queries or concerns, via email at [ulas@depd.gov.ph](mailto:ulas@depd.gov.ph) with copy furnished to [legis@depd.gov.ph](mailto:legis@depd.gov.ph).

For guidance and strict compliance. Thank you!

Kind regards,

Legislative Liaison Office  
Legal and Legislative Affairs  
Department of Education Central Office



2 attachments

[OULLA-2026-1717] SUBMISSION OF REQUEST FOR AUTHORITY TO RENDER PRO BONO LEGAL AID SERVICE UNDER ULAS.pdf  
712K

REQUEST TEMPLATE AND ANNEXES.docx  
15K



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM  
OULLA-2026-1717

**FOR : UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU and SERVICE DIRECTORS  
REGIONAL DIRECTORS  
SCHOOL DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

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

**ATTY. HANA KAMILLE A. ESCUETA**  
Director IV, Legislative Liaison Office

**SUBJECT : SUBMISSION OF REQUESTS FOR AUTHORITY TO RENDER PRO  
BONO LEGAL AID SERVICES UNDER THE RULES ON UNIFIED  
LEGAL AID SERVICE (ULAS)**

**DATE : May 22, 2026**

This refers to Section 13 of A.M. No. 22-11-01-SC, otherwise known as the *Rules on Unified Legal Aid Service* (ULAS Rules), and its corresponding *Manual*, which requires Covered Lawyers in government to secure appropriate authority from their agency prior to rendering Pro Bono Legal Aid Services.

Accordingly, may we request that **all lawyers** under the specific strands and regional and division offices submit a *Request for Authority to Render Pro Bono Legal Aid Services* (Request) to the Office of the Undersecretary for Legal and Legislative Affairs via [ulas@deped.gov.ph](mailto:ulas@deped.gov.ph).

Please note that the following lawyers are excluded from the coverage of the mandatory Pro Bono Legal Service:

(a) lawyers in the government service and incumbent elective officials who are absolutely prohibited from practicing law outside their public employment, namely,

(i) xxx

(viii) such other government employees who are absolutely prohibited by special law or rules from engaging in private practice;



Address: 3F Mabini Bldg., DepEd Complex Meralco Avenue, Pasig City  
Telephone Nos.: (02) 86338925/ (02) 86374611  
Email Address: [oula@deped.gov.ph](mailto:oula@deped.gov.ph)  
Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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(b) xxx

(c) xxx

**(d) lawyers whose request for authority to render *Pro Bono* Legal Aid Services from their government agency under Section 13 of this Rules is denied by the duly authorized officer of the agency;**

(e) lawyers who have been in the practice of law for at least 35 years or who are at least 60 years old, reckoned from the last year of the relevant Compliance Period;

(f) lawyers who suffer from physical disabilities or attributes, mental, or other circumstances that render compliance with this Rules unreasonably difficult or impossible; and

(g) new lawyers who are admitted to the Bar after the effectivity of [this] the Rules, for the Compliance Period at the time of their admission. xxx”

The prescribed template for the Request is attached as Annex “A” and shall be accomplished and submitted electronically through [ulas@deped.gov.ph](mailto:ulas@deped.gov.ph). Submission of Requests shall be accepted **from 25 May 2026 until 05 June 2026 only**.

Should there be any queries or concerns, please contact Atty. Chamuel Jophiel Dave C. Baccay or Atty. Jhazen P. Binayan of the Legislative Liaison Office via email at [ulas@deped.gov.ph](mailto:ulas@deped.gov.ph) with copy furnished to [legis@deped.gov.ph](mailto:legis@deped.gov.ph).

For guidance and strict compliance.

[Date]

**ATTY. FILEMON RAY L. JAVIER**  
**Undersecretary - Legal and Legislative Affairs**  
**Department of Education**  
DepEd Complex, Meralco Avenue  
Pasig City, Philippines

SUBJECT: **Request Letter to Render Mandatory *Pro Bono* Legal Aid Service**

Dear **Usec. Javier**:

Greetings!

I, the undersigned, would like to respectfully request from your honorable office a **written authority to render *Pro Bono* Legal Aid Service**, pursuant to the requirements under Section 5 of A.M. No. 11-01-SC, otherwise known as The Rules on Unified Legal Aid Service (ULAS Rules).

I am a member of the Philippine Bar and was admitted to the practice of law in the Philippines on [Date Admitted], with Roll of Attorneys No. [Roll Number]. Currently, I am engaged as a [designation] at the DepEd-[Strand/Bureau/Service/Office]. Under the ULAS Rules, I am considered a covered lawyer and required to render a minimum of 60 hours of *Pro Bono* Legal Aid Services by December 31, 2027.

In this regard, I am expressing my intention to comply with the mandatory *Pro Bono* Legal Aid Service requirement of the ULAS Rules, subject to the limitations provided for by law, outside of regular office hours and subject to non-payment of my salary for the day/s of my absence considering my employment under DepEd, and provided such neither contravenes nor interferes with my duties and responsibilities as a public servant.

The above-mentioned request for written authority has legal basis under Section 13 of the ULAS Rules which provides that "Covered Lawyers in the government shall duly secure the appropriate authority to render *Pro Bono* Legal Aid Services from their agency."

There being no legal impediment, the undersigned respectfully requests the issuance of the **written authority**.

Attached herewith as **Annexes "A" and "B"** are my DepEd Employee ID and Integrated Bar of the Philippines ID, respectively.

Very truly yours,

**ATTY. [NAME OF REQUESTING LAWYER]**

[Designation]

[Strand/Bureau/Service/Office]

## **ANNEX "A"**

## **ANNEX "B"**

[Date]

**ATTY. FILEMON RAY L. JAVIER**  
**Undersecretary - Legal and Legislative Affairs**  
**Department of Education**  
DepEd Complex, Meralco Avenue  
Pasig City, Philippines

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Very truly yours,

**ATTY. [NAME OF REQUESTING LAWYER]**  
[Designation]  
[Strand/Bureau/Service/Office]

**ANNEX "A"**

**ANNEX "B"**