



Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director

APR 01 2022

REGIONAL MEMORANDUM
 No. 338, s. 2022

REQUIREMENTS FOR SUBMISSION OF REQUESTS FOR LEGAL ASSISTANCE AND DEPUTATION ON CASES INVOLVING SCHOOL SITES

To: Schools Division Superintendents
 Regional and Division Attorneys
 School Sites Focal Persons

1. The Office of the Assistant Secretary for Legal Affairs issued the attached Memorandum (DM-LA/STO-2022-01) dated March 8, 2022, relative to the above-entitled subject.
2. For information and guidance.

TOLENTINO G. AQUINO
 Director IV



Reference: None
 To be indicated in the Perpetual Index
 under the following subject:

School Sites	Cases
Deputation	

ORD-LU/RMW/rja/RMLU2022-0008
 March 30, 2022

DepEd Region 1: Built on character; empowered by competence.



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Republic of the Philippines
Department of Education

Office of the Assistant Secretary for Legal Affairs

DEPARTMENT OF EDUCATION
 LEGAL AFFAIRS
 HELP DESK

MAR 27 2022
 BY: MARC RYAN T. EBOL 02:28PM
 Doc. # 87045
 FIGUR: A.S. RAYMONDO

Sites Titling Office

MEMORANDUM
 DM-LA/STO-2022 - 01

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

DEPARTMENT OF EDUCATION
RECEIVED
 RECORDS SECTION REGIONAL OFFICE NO. 1
 MAR 28 2022
 BY: J TIME: 8:50

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.



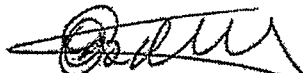
To keep track of the school site cases handled by deputized DepEd attorney, the latter shall **submit a quarterly report** on the status of the school site case/s for submission to the OSG for updates.

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. ESCOBARIE, CESO II
Assistant Secretary