Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
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REGIONAL MEMORANDUM
No. 1578, s. 2026

PROTOCOLS ON RECEIVING INVITATIONS FOR ENGAGEMENTS FROM CONGRESSIONAL BODIES AND OTHER STAKEHOLDERS

To: Schools Division Superintendents
Chiefs of Functional Divisions
Office of the Regional Director Unit Heads

1. The Office of the Undersecretary for Legal and Legislative Affairs issued a Memorandum to supplement the existing protocols on attendance and participation in Congressional and submission of data to relevant stakeholders, under Office Memoranda dated 5 May 2025 and 29 January 2026.

2. Hereto attached is a copy of the Memorandum for guidance and reference.

3. Immediate dissemination of this Memorandum is desired.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Regional Director/Director IV

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

Reports

ORD-LU/RMW/gsl/ProtocolsForReceivingInvitations
November 25, 2026

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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

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

FROM : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief-of-Staff

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

SUBJECT : **PROTOCOLS ON RECEIVING INVITATIONS FOR ENGAGEMENTS FROM CONGRESSIONAL BODIES AND OTHER STAKEHOLDERS**

DATE : 4 November 2026

This Memorandum is issued to supplement the existing protocols on attendance and participation in Congressional engagements and submission of data to relevant stakeholders, under Office Memoranda dated 5 May 2025 and 29 January 2026.

To reinforce compliance, strengthen internal coordination and ensure the Department of Education's consistent and effective representation before Congressional bodies, all offices are hereby **directed to strictly observe and comply** with the following protocols:

1. **Timely Endorsement of Invitations. All invitations** received from Congressional bodies, including the Second Congressional Commission on Education (EDCOM II), shall be forwarded to the Legislative Liaison Office (LLO) and Office of the Secretary (OSEC) on the same day of receipt.

   This covers all invitations for hearings, meetings, workshops, consultations, technical discussions and other related activities, particularly those where DepEd officials or personnel are invited to participate as resource persons or subject-matter experts, whether in their official or personal capacity. The requirement applies regardless of whether the invitation was received through formal correspondence, electronic mail, personal messages, or other communication channels.

   For invitations received outside regular office hours or on non-working days, the concerned official or personnel shall forward the same to the LLO and OSEC at

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the earliest opportunity, but not later than the next working day. The responsibility to promptly endorse the invitation rests with the official or personnel who received it.

2. **Requirement of Formal Invitation.** Attendance or participation in Congressional engagements must be supported by a formal invitation duly coursed through LLO and OSEC. Invitations extended through personal messages or other informal channels will not suffice.

   Where invitations are extended directly to DepEd officials or personnel, the concerned recipients shall promptly coordinate with the inviting party to ensure that a formal invitation is furnished to LLO and OSEC before the scheduled engagement, through the following official contact details:

   Legislative Liaison Office (LLO)
   Email: legis@deped.gov.ph

   Office of the Secretary (OSEC)
   Email: osec@deped.gov.ph

   The receipt or endorsement of an invitation to LLO and OSEC shall not, by itself, constitute authority to represent the Department. The concerned official or personnel shall await the appropriate confirmation, designation, or authorization from OSEC before participating in an official capacity.

3. **Participation in a Personal Capacity.** For engagements undertaken in a personal capacity, the concerned official or personnel shall likewise promptly inform LLO and OSEC, particularly when the subject matter directly relates to the policies, programs, operations, or functions of the Department.

   In participating in such engagements, the concerned official or personnel shall clearly indicate that their statements and opinions are expressed in their personal capacity and do not necessarily represent the official position of the Department. Nothing herein shall be construed as preventing participation in a personal capacity, subject to applicable laws, Civil Service rules, and existing policies on confidentiality, conflict of interest, and the use of official position or resources.

4. **Coordination in the Submission of Official Data and Information.** All offices shall coordinate with LLO and OSEC before submitting official Department data, reports, position papers, policy recommendations, or other documents to Congressional bodies, unless otherwise directed or authorized under existing Department issuances.

   The originating office shall ensure that all information submitted is accurate, complete, properly validated, and consistent with the official policies and positions of the Department. Submissions shall likewise comply with applicable laws and policies on data privacy, confidentiality, records management, and disclosure of government information. Where necessary, the concerned office shall coordinate with the appropriate offices to determine whether the requested information may be disclosed or requires further clearance.

5. **Compliance with Compulsory Processes.** Nothing in this Memorandum shall be construed to delay, prevent, or dispense with compliance with any subpoena, summons, or other compulsory process or lawful directive issued by a Congressional body. In such instances, the concerned office or personnel shall immediately notify LLO and OSEC upon receipt thereof to facilitate the necessary coordination and appropriate action, without prejudice to the timely observance of the requirements under the applicable process or directive.

Compliance with these protocols is essential to ensure that the Department is duly informed of Congressional engagements, that appropriate coordination is undertaken, and that its official representation, positions, and submissions remain consistent and aligned.

For this purpose, LLO shall serve as the central coordinating and monitoring office for Congressional invitations, engagements, requests for information, and submissions, in coordination with OSEC and the concerned offices. The concerned offices shall remain responsible for the accuracy, completeness, and timely preparation of their respective submissions and for providing the necessary technical and substantive support during Congressional engagements.

Accordingly, all offices and personnel are enjoined to observe these protocols with utmost diligence and urgency to facilitate effective coordination and uphold the Department's institutional accountability before Congressional bodies.

All other provisions of the Office Memoranda dated 5 May 2025 and 29 January 2026, and other existing Department issuances, which are not inconsistent with this Memorandum shall remain in full force and effect.

For any clarifications or further inquiries regarding these protocols, please do not hesitate to contact the Legislative Liaison Office at telephone number 8631-9641 or via email at legis@deped.gov.ph.