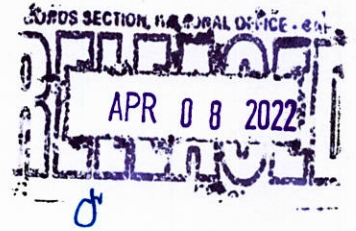




Republic of the Philippines
Department of Education
CARAGA REGION



April 7, 2022

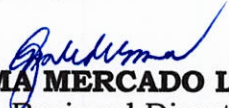
REGIONAL MEMORANDUM

No. 0187, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION LAWYERS
This Region

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

1. Pursuant to Memorandum DM-LA/STO-2022-01 dated March 8, 2022, pertaining to the Requirement for Submission of Requests for Legal Assistance and Deputation on Cases Involving School Sites as collaborating counsel of the Office of the Solicitor General (OSG) in cases involving school sites and to expedite the immediate submission of the said request to the OSG for the immediate issuance of deputation, it is directed that the written request be submitted by the division attorney requesting for deputation accompanied by the following documentary requirements in compliance with the Memorandum of the Office of the Solicitor General (OSG) dated December 15, 2015, Re: The Guidelines on Deputation of Private Lawyers and Special Attorney;
2. Attached herewith is a copy of the memoranda for more details and information specifically for the required documents needed for the compliance of the request.
3. Immediate dissemination to all concerned is highly enjoined.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: (Memorandum DM-LA/STO-2022-01 of STO)

Reference: Memorandum DM-LA/STO-2022-01

Allotment: To be indicated in Perpetual Index

Under the following subjects.

SCHOOL TITLING

LEG/msl
04/07/22



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
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Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020



Republic of the Philippines
Department of Education

Office of the Assistant Secretary for Legal Affairs

DEPARTMENT OF EDUCATION
LEGAL AFFAIRS
HELP DESK

MAR 22 2022

By: MARC RYAN T. EBOL 02:28PM
Doc # 87045
From: A.S. RAYMUNDO

Sites Titling Office

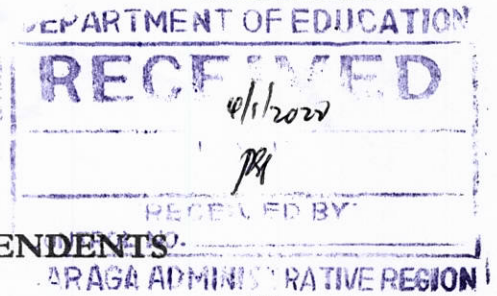
MEMORANDUM
DM-LA/STO-2022 - 01

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



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