



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

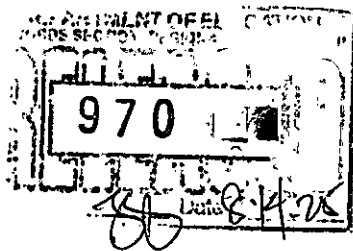
August 12, 2025

REGIONAL MEMORANDUM
No. **970** s. 2025

SUPPLEMENTAL GUIDELINES ON THE HIRING OF 420 CONTRACT OF SERVICE PERSONNEL IN THE SITES TITLING OFFICE OF THE CENTRAL OFFICE AND FIELD OFFICES"

To: Schools Division Superintendents
Division Legal Officers
Sites Titling Focal
All Others Concerned

- Attached is **Memorandum OULLA 2025-1588** dated August 8, 2025, from the Office of Undersecretary for Legal and Legislative Affairs, Sites Titling Office, DepEd Complex, Meralco Avenue, Pasig City, relative to the **Supplemental Guidelines** on Memorandum No. OULLA-2025-980 dated May 22, 2025 titled "Implementing Guidelines on the Hiring of 420 Contract of Service Personnel in the Sites Titling Office of the Central Office and Field Offices".
- Immediate dissemination of and compliance with this Memorandum are desired.



RONEL AL K. FIRMO, CESO IV
Asst. Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosures: Memorandum
References: None

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

Sites Titling

Contract of Service

Guidelines

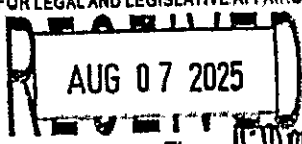
ORD-LU-MJSC



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Telephone No.: (053) 832-5738
Email Address: region8@depd.gov.ph
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JAMES F. PAGULAYAN II



By: _____ Time: 4:10 pm
Doc.#: _____
From: _____

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII

DATE: 8-11-25

TRACKING #: 7881 TIME: 1:10

SIGNATURE: _____

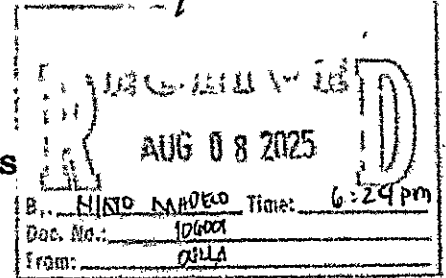
MEMORANDUM
OULLA-2025-1588

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : ATTY. FILEMON RAY L. JAVIER, Undersecretary

SUBJECT : Supplemental Guidelines on Memorandum No. OULLA-2025-980 dated 22 May 2025 titled "Implementing Guidelines on the Hiring of 420 Contract of Service Personnel in the Sites Titling Office of the Central Office and Field Offices"

DATE : AUG 08 2025



BACKGROUND:

- Memorandum OULLA-2025-980 provides that **Four Hundred Forty-Six Million Two Hundred Forty-Four Thousand Two Hundred Pesos (Php 446,244,200.00)** from the General Management and Supervision Continuing Funds of Fiscal Year 2024 shall be allocated for the payment of the salaries, premium, travel expenses, and other operational expenses of the Sites Titling Office's (STO) newly hired Contract of Service personnel for Fiscal Year (FY) 2025 (CoS Funds).
- Annex A of Memorandum OULLA-2025-980 further provides that **Four Hundred Eight Million Eight Hundred Three Thousand Six Hundred Pesos (Php 408,803,600.00)** of the CoS Funds shall be allocated to be downloaded to the Schools Division Offices (Downloaded Funds).
 - As outlined in Annex A of Memorandum OULLA-2025-980, these Provincial Funds are thereafter allocated to the Schools Division Offices (SDOs) of the Department of Education (DepEd).

These supplemental guidelines are hereby issued to clarify and include additional provisions to Memorandum OULLA-2025-980 in relation to the utilization and reporting of the SDO Fund.

GENERAL GUIDELINES:

First, the downloaded funds shall be utilized **within FY 2025**, in accordance with existing government budgeting, accounting and auditing rules and regulations.

Second, all other provisions from the previously released implementing guidelines shall remain in effect unless otherwise amended or rescinded.

Third, if a portion of the downloaded funds to the SDOs remains unobligated or unutilized, even after the activities outlined in the approved Work and Financial Plan are fully implemented, the same shall be considered as balance. The balance shall be allowed to be used for other purposes, as outlined under these guidelines.

Fourth, since the downloaded funds are valid for obligation until 31 December 2025, the use of unobligated funds are left to the discretion and approval of the Schools Division Office; provided, that such utilization is consistent with the allowable expenses and activities outlined under page 2, item a of the supplemental guidelines. Requiring Central Office approval for the use of said unutilized funds may not be feasible and may delay their timely utilization and potentially result in the lapsing of the allotment.

UNOBLIGATED FUNDS FROM THE DOWNLOADED FUNDS

- a. All SDO Fund Balance from the SDO Funds may be used for the following purposes by the SDO it was originally allocated to under Annex A of Memorandum OULLA-2025-980:
 - o Survey, titling, and registration of patents of schools under that SDO's jurisdiction (SDO School Sites);
 - o Purchase of additional laptops of that SDO's personnel costing below Php50,000.00 capitalization threshold under Commission on Audit Circular No. 2022-004;
 - o Travel and other allowable expenses of the Legal Officers of that SDO, *provided* such travel is needed to address concerns on the operations of that SDO's School Sites;
 - o Purchase of additional supplies and materials necessary for the monitoring and assessment of the SDO's School Sites; and
 - o Other analogous expenses.

- b. To process the use of unobligated funds, the pertinent Legal Officer of the relevant SDO/s shall draft, process, and submit the following documentary requirements for approval of the pertinent Schools Division Superintendent:
 - o Certification from the relevant SDO's Budget Officer on the amount of the SDO's Fund Balance;
 - o Letter addressed to the STO Director requesting the utilization of SDO Fund Balance. This shall contain:
 - i. A statement that there exists SDO Fund Balance despite the full financial implementation of the activities outlined in the SDO's approved Work and Financial Plan;
 - ii. Project Proposal detailing how the SDO Fund Balance are proposed to be utilized; and
 - iii. Budget requirements of the Project Proposal.

- a. After approval by the Schools Division Superintendent, the same shall be forwarded for approval of the Office of the Supervising Director of STO, Undersecretary for Legal and Legislative Affairs and Undersecretary for Finance

For strict compliance.

Doc. No. 106001



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Doc. Ref. Code	OH-OULLA	Rev	00
Effectivity	09.01.23	Page	3 of 3



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

MEMORANDUM
OULLA-2025- 1528

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary

SUBJECT : Supplemental Guidelines on Memorandum No. OULLA-2025-980 dated 22 May 2025 titled "Implementing Guidelines on the Hiring of 420 Contract of Service Personnel in the Sites Titling Office of the Central Office and Field Offices"

DATE : AUG 08 2025

BACKGROUND:

1. Memorandum OULLA-2025-980 provides that **Four Hundred Forty-Six Million Two Hundred Forty-Four Thousand Two Hundred Pesos (Php 446,244,200.00)** from the General Management and Supervision Continuing Funds of Fiscal Year 2024 shall be allocated for the payment of the salaries, premium, travel expenses, and other operational expenses of the Sites Titling Office's (STO) newly hired Contract of Service personnel for Fiscal Year (FY) 2025 (CoS Funds).
2. Annex A of Memorandum OULLA-2025-980 further provides that **Four Hundred Eight Million Eight Hundred Three Thousand Six Hundred Pesos (Php 408,803,600.00)** of the CoS Funds shall be allocated to be downloaded to the Schools Division Offices (Downloaded Funds).
 - a. As outlined in Annex A of Memorandum OULLA-2025-980, these Provincial Funds are thereafter allocated to the Schools Division Offices (SDOs) of the Department of Education (DepEd).

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 - o Letter addressed to the STO Director requesting the utilization of SDO Fund Balance. This shall contain:
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 - iii. Budget requirements of the Project Proposal.

- a. After approval by the Schools Division Superintendent, the same shall be forwarded for approval of the Office of the Supervising Director of STO, Undersecretary for Legal and Legislative Affairs and Undersecretary for Finance

For strict compliance.

Doc. No. 106001



3F Mabini Bldg., DepEd Complex Meralco Avenue, Pasig City
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Effectivity	09.01.23	Page	3 of 3



Certificate No. PIR
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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2025- 1566

DEPARTMENT OF EDUCATION
RECEIVED
 RECORDS SECTION REGIONAL OFFICE NO. VIII
 DATE: 8-11-25
 TRACKING #: 7891 TIME: 4:01
 SIGNATURE:

**FOR : ALL REGIONAL DIRECTORS
 ALL SCHOOLS DIVISION SUPERINTENDENTS
 ALL OTHERS CONCERNED**

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

SUBJECT : AMENDED GUIDELINES FOR DEPED ORDER NO. 021, s. 2025

DATE : AUG 06 2025

On 18 July 2025, the Office of the Undersecretary for Legal and Legislative Affairs (OULLA) issued the Implementing Guidelines of DepEd Order No. 021, s. 2025 on its functional supervision over matters with legal implications across all regional and division offices.

Since then, OULLA has received a significant volume of requests for legal review and clearance, including submissions beyond the scope of its authority.

In view of the foregoing, OULLA issues the enclosed amended guidelines to supplement the initial Implementing Guidelines and to promote a more streamlined, timely, and efficient review process. These amendments include the shift to a Google Form-based system for submitting requests and supporting documents, and the requirement for Memoranda of Agreement and similar contracts to undergo legal clearance prior to their issuance.

All Regional Offices and Schools Division Offices are hereby directed to observe strict compliance set forth in the amended guidelines for the proper submission of documents for legal review or clearance.

For questions or clarifications, please coordinate with Ms. Jerlene de Sola of OULLA through email at oulla@deped.gov.ph, or through telephone number 02-8637-4611

