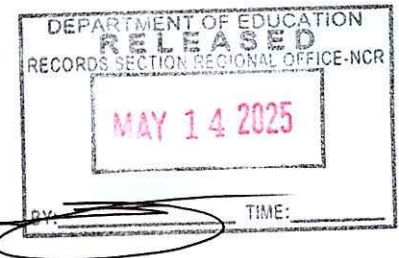




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
**ORD-2025- 4 2 3**

**TO :** Schools Division Superintendents  
Manila Makati City  
Quezon City Pasay City  
Navotas City Parañaque City  
Caloocan City Las Piñas City  
Malabon City Muntinlupa City  
San Juan City Mandaluyong City

**FROM :** **JOCELYN DR ANDAYA**   
Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

**SUBJECT :** **FREE LEGAL SERVICES TO PUBLIC SCHOOL TEACHERS  
AND NON-TEACHING PERSONNEL IN PARTNERSHIP WITH  
INTEGRATED BAR OF THE PHILIPPINES (IBP)**

**DATE :** **May 9, 2025**

1. The Department of Education (DepEd) and the Integrated Bar of the Philippines (IBP) have forged an agreement which aims to provide free legal consultation and advice to public school teaching and non-teaching personnel.
2. In line with the conduct of the pilot run of IBPs free services, the concerned Schools Divisions are requested to identify 100 participants, venue and provide meals for the IBP personnel who will be providing legal services during the *Legal Aid Caravan*. The target dates are May 23-25, 2025. Attached is a copy of the Memorandum, for reference.
3. Expenses relative to the activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.
4. For inquiries, please contact Mr. Maguidala-Usman M. Bedar, External Partnerships Service at 8-6388639 via email [maguidala.bedac@deped.gov.ph](mailto:maguidala.bedac@deped.gov.ph) or [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph).
5. Immediate dissemination of this Memorandum is desired.

Encl.: as stated

/essd/joan/



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)






Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY  
**EXTERNAL PARTNERSHIPS SERVICE**

CO-EPS No. 05-226s. 2025

**MEMORANDUM**

FOR : **JOCELYN DR. ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for Operations

FROM :   
**GRACIELA E. MENDOZA**  
Director IV

SUBJECT : **FREE LEGAL SERVICES TO PUBLIC SCHOOL TEACHERS AND  
NON-TEACHING PERSONNEL IN PARTNERSHIP WITH  
INTEGRATED BAR OF THE PHILIPPINES (IBP)**

DATE : May 5, 2025

The Department of Education (DepEd) and the Integrated Bar of the Philippines (IBP) signed a Memorandum of Agreement (MOA) which aims to provide free legal consultation and advice to public school teaching and non-teaching personnel.

Under the said agreement, IBP will provide the following services for free:

- free consultations and legal advice regarding the legal problems relative to their role as teachers and school-based non-teaching personnel;
- assistance in the preparation of legal documents necessary for the client's cause; and
- guidance relative to the legal procedures that the client must undertake with regard to cases that cannot be handled by IBP.

The IBP in coordination with DepEd, will be organizing a **Legal Aid Caravan** to bring these services closer to our personnel in the following IBP Chapters:

IBP CHAPTER	DEPED – SCHOOLS DIVISION OFFICES
Manila I (Tayuman, Sta. Cruz and Tondo)	SDO Manila
Manila II (Escolta and Binondo)	
Manila III (Sampaloc)	

Manila IV (Ermita, Malate, Malacañang, Singalong, and San Andres)	
Quezon City	SDO Quezon City
CAL-MA-NA (Caloocan, Malabon, Navotas)	SDO Navotas City SDO Caloocan City SDO Malabon City
Makati City	SDO Makati City
PPLM (Pasay, Parañaque, Las Piñas, Muntinlupa)	SDO Pasay City SDO Parañaque City SDO Las Piñas City SDO Muntinlupa City
RSM (Rizal, San Juan, Mandaluyong)	SDO San Juan City SDO Mandaluyong City

In line with this, we would like to respectfully request assistance from the National Capital Region (NCR) on the conduct of the pilot run of IBPs free services in the abovesited chapter. The following are the expectations from DepEd NCR:

- Identify **100 participants** from the identified Division to participate in the activity per IBP Chapter. Representation from both teaching and non-teaching personnel is highly encouraged.
- Identify a **venue** within the respective division that can comfortably accommodate the anticipated number of participants.
- Provide **meals** for the **IBP personnel (attorney and resource person)** who will be providing their services during the Legal Aid Caravan, charged to local funds subject to usual accounting and auditing rules and regulations.

We believe that this partnership with IBP will be immensely beneficial in providing much-needed legal support to our dedicated personnel free of charge.

A copy of the MOA is attached for reference.

For additional information, your staff may coordinate with **Mr. Maguidala-USman M. Bedar II** of External Partnerships Service at 09462784077 / (+632) 8638-8639 or via email at [maguidala.bedar@deped.gov.ph](mailto:maguidala.bedar@deped.gov.ph) / [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph).

Thank you very much.