2611-3445

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

26 NOV 2026

DIVISION MEMORANDUM
No. 1067, s.2026

PROTOCOLS ON RECEIVING INVITATIONS FOR ENGAGMENTS FORM CONGRESSIONAL BODIES AND OTHER STAKHOLDERS

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
Public Elementary and Secondary Schools Heads
Section/Unit Heads
All Others Concerned

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 Bodies and submission of data to relevant stakeholders, under Office Memoranda dated 5 May 2026 and 29 January 2026.

2. In line with this, this Office reminds all personnel of the following guidelines to reinforce compliance, strengthen internal coordination, and ensure the Department of Education's consistent and effective representation before Congressional bodies. All are directed to strictly observe and comply with the following protocols:

   a. All invitations received from Congressional bodies shall be forwarded to the Legislative Liaison Office and Office of the Secretary on the same day of receipt. For invitations received outside regular working hours, the concerned official or personnel shall forward the same at the earliest opportunity, but not later than the next working day.
   b. Attendance or participation in congressional engagements must be supported by a formal invitation duly coursed through LLO or OSEC.
   c. For participation in a personal capacity, the concerned official or personnel shall likewise promptly inform LLO or OSEC, particularly when the subject matter directly relates to the Department of Education.
   d. All offices shall coordinate with LLO and OSEC before submitting official Department reports, position papers, policy recommendations, or other documents to Congressional bodies, unless otherwise directed our authorized under existing Department issuances.

3. Compliance with these protocols is essential to ensure that the Department is duly informed of Congressional engagements. 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.

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

5. Immediate and wide dissemination of this Memorandum is desired.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
26 NOV 2026
RELEASED
BY

VILMA D. EDA, CESO V
Schools Division Superintendent

OSDS/LEGAL/krt

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Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
RECEIVED
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BY: DATE:

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NOV 25 2026

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

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO.1
NOV 09 2026
BY: TIME: 9:06

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

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

2. **Requirement of Formal Invitation.** For guidance or participation in Congressional engagements [illegible] by a formal invitation duly coursed through [illegible] extended through personal messages or other informal means [illegible].

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 forwarded to LLO and OSEC before the scheduled engagement. Through this, the following details:

Legislative Liaison Office (LLO)
[illegible]

Office of the Secretary (OSEC)
[illegible]

The receipt of the [illegible] LLO and OSEC shall not, by itself, constitute authority [illegible]. The concerned official or personnel shall have [illegible] designation, or authorization from OSEC before [illegible] ity.

3. **Participation in a Personal Capacity.** [illegible] engagements undertaken in a personal capacity, the [illegible] personnel shall likewise promptly inform LLO and OSEC [illegible] subject matter directly relates to the policies, programs, [illegible] the Department.

In participating in [illegible] ned official or personnel shall clearly indicate that [illegible] are expressed in their personal capacity and [illegible] position of the Department. Nothing herein shall [illegible] participation in a personal capacity, subject to [illegible] rules, and existing policies on confidentiality [illegible] official position or resources.

4. **Coordination in the Submission of Official Data and Information.** All offices shall coordinate with [illegible] ning official Department data, reports, position [illegible] ons, or other documents to Congressional bodies [illegible] 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. It must likewise comply with applicable laws and policies on [illegible] records management, and disclosure of [illegible] cessary, the concerned office shall coordinate with [illegible] rm me whether the requested information may be [illegible] clearance.

5. **Compliance with Compulsory Processes.** [illegible] in this Memorandum shall be construed to [illegible] compliance with any subpoena, summons, or other [illegible] lawful directive issued by a Congressional body. [illegible] concerned office or personnel shall immediately notify [illegible] to facilitate the necessary coordination and [illegible] to the timely observance of the requirements [illegible] directive.

Compliance with the [illegible] that the Department is duly informed of Congressional [illegible] appropriate coordination is undertaken, and that its official representations [illegible] and submissions remain consistent and aligned.

For this purpose, [illegible] coordinating and monitoring office for Congressional [illegible] for information, and submissions, in [illegible] concerned offices. The concerned offices shall [illegible] completeness, and timely preparation of their [illegible] providing the necessary technical and substantive support during Congressional [illegible] ments.

Accordingly, all [illegible] observe these protocols with utmost diligence and [illegible] coordination and uphold the Department's institutional [illegible] ressional bodies.

All other provisions [illegible] May 2025 and 29 January 2026, and other [illegible] are not inconsistent with this Memorandum shall [illegible]

For any clarifications [illegible] these protocols, please do not hesitate to contact the [illegible] telephone number 8631-9641 or via email at legis[illegible]