




Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

**Advisory No. 026 s. 2026**  
June 10, 2026

**SUBMISSION OF REQUESTS FOR AUTHORITY TO RENDER PRO BONO LEGAL AID SERVICES UNDER THE RULES ON UNIFIED LEGAL AID SERVICE (ULAS)**

1. In reference to Memorandum OULLA-2026-1717 dated May 22, 2026, issued by the Office of the Undersecretary for Legal and Legislative Affairs, all lawyers occupying positions within the Department of Education who are covered by the provisions of A.M. No. 22-11-01-SC, otherwise known as the Rules on Unified Legal Aid Service (ULAS), are hereby advised to secure the appropriate authority from the Department prior to rendering Pro Bono Legal Aid Services. The said authority shall be obtained through the submission of a Request for Authority to Render Pro Bono Legal Aid Services to the Office of the Undersecretary for Legal and Legislative Affairs.
2. The ULAS Rules and its corresponding Manual require covered lawyers in government service to obtain prior approval from their respective agencies before engaging in pro bono legal activities. Lawyers whose requests are denied by the duly authorized officer of the agency, as well as those specifically excluded under the ULAS Rules, shall not be covered by the mandatory Pro Bono Legal Service requirement. Likewise, lawyers who fall under the exemptions provided in Section 13 of the ULAS Rules are advised to take note of the applicable provisions governing their status.
3. All concerned lawyers within this Schools Division Office are directed to accomplish the prescribed request template attached as Annex "A" of Memorandum OULLA-2026-1717 and submit the same electronically through [ulas@deped.gov.ph](mailto:ulas@deped.gov.ph), with copy furnished to [legis@deped.gov.ph](mailto:legis@deped.gov.ph), within the period prescribed in the memorandum. Concerned personnel are enjoined to strictly observe the prescribed timelines and documentary requirements to avoid delays in the processing of their requests.
4. For inquiries and clarifications, concerned personnel may directly coordinate with the Legislative Liaison Office through the contact details indicated in the aforementioned memorandum. School Division officials and unit heads are likewise requested to ensure that all affected personnel under their supervision are properly informed of the contents of this Advisory.
5. Immediate dissemination of and compliance with this Advisory are desired.



  
MARGARITO A. CADAYONA JR PhD, CESO VI  
Schools Division Superintendent



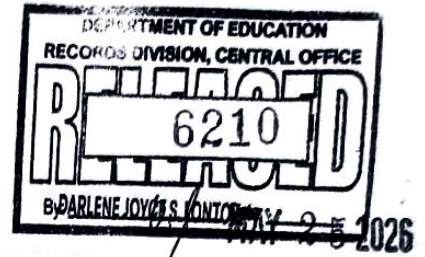
Address: P2 Brgy. Hamorawon, Calbayog City, Samar  
Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)

Website: <https://calbayogcity.deped.gov.ph/>



Republic of the Philippines  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS**



**MEMORANDUM**  
**OULLA-2026-1717**

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

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



**ATTY. HANA KAMILLE A. ESCUETA**  
 Director IV, Legislative Liaison Office

**SUBJECT : SUBMISSION OF REQUESTS FOR AUTHORITY TO RENDER PRO BONO LEGAL AID SERVICES UNDER THE RULES ON UNIFIED LEGAL AID SERVICE (ULAS)**

**DATE : May 22, 2026**

This refers to Section 13 of A.M. No. 22-11-01-SC, otherwise known as the *Rules on Unified Legal Aid Service (ULAS Rules)*, and its corresponding *Manual*, which requires Covered Lawyers in government to secure appropriate authority from their agency prior to rendering Pro Bono Legal Aid Services.

Accordingly, may we request that **all lawyers** under the specific strands and regional and division offices submit a *Request for Authority to Render Pro Bono Legal Aid Services (Request)* to the Office of the Undersecretary for Legal and Legislative Affairs via [ulas@deped.gov.ph](mailto:ulas@deped.gov.ph).

Please note that the following lawyers are excluded from the coverage of the mandatory Pro Bono Legal Service:

(a) lawyers in the government service and incumbent elective officials who are absolutely prohibited from practicing law outside their public employment, namely,

- (i) xxx
- (viii) such other government employees who are absolutely prohibited by special law or rules from engaging in private practice;



**Address:** 3F Mabini Bldg., DepEd Complex Meralco Avenue, Pasig City

**Telephone Nos.:** (02) 86338925/ (02) 86374611

**Email Address:** [oula@deped.gov.ph](mailto:oula@deped.gov.ph)

**Website:** [www.deped.gov.ph](http://www.deped.gov.ph)

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Republic of the Philippines  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS**

**MEMORANDUM**  
**OULLA-2026-1717**

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

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

**ATTY. HANA KAMILLE A. ESCUETA**  
 Director IV, Legislative Liaison Office

**SUBJECT : SUBMISSION OF REQUESTS FOR AUTHORITY TO RENDER PRO**  
**BONO LEGAL AID SERVICES UNDER THE RULES ON UNIFIED**  
**LEGAL AID SERVICE (ULAS)**

**DATE : May 22, 2026**

This refers to Section 13 of A.M. No. 22-11-01-SC, otherwise known as the *Rules on Unified Legal Aid Service (ULAS Rules)*, and its corresponding *Manual*, which requires Covered Lawyers in government to secure appropriate authority from their agency prior to rendering Pro Bono Legal Aid Services.

Accordingly, may we request that **all lawyers** under the specific strands and regional and division offices submit a *Request for Authority to Render Pro Bono Legal Aid Services* (Request) to the Office of the Undersecretary for Legal and Legislative Affairs via [ulas@deped.gov.ph](mailto:ulas@deped.gov.ph).

Please note that the following lawyers are excluded from the coverage of the mandatory Pro Bono Legal Service:

(a) lawyers in the government service and incumbent elective officials who are absolutely prohibited from practicing law outside their public employment, namely,

- (i) xxx
- (viii) such other government employees who are absolutely prohibited by special law or rules from engaging in private practice;

(b) xxx

(c) xxx

**(d) lawyers whose request for authority to render *Pro Bono* Legal Aid Services from their government agency under Section 13 of this Rules is denied by the duly authorized officer of the agency;**

(e) lawyers who have been in the practice of law for at least 35 years or who are at least 60 years old, reckoned from the last year of the relevant Compliance Period;

(f) lawyers who suffer from physical disabilities or attributes, mental, or other circumstances that render compliance with this Rules unreasonably difficult or impossible; and

(g) new lawyers who are admitted to the Bar after the effectivity of [this] the Rules, for the Compliance Period at the time of their admission. xxx”

The prescribed template for the Request is attached as Annex “A” and shall be accomplished and submitted electronically through [ulas@deped.gov.ph](mailto:ulas@deped.gov.ph). Submission of Requests shall be accepted **from 25 May 2026 until 05 June 2026 only**.

Should there be any queries or concerns, please contact Atty. Chamuel Jophiel Dave C. Baccay or Atty. Jhazen P. Binayan of the Legislative Liaison Office via email at [ulas@deped.gov.ph](mailto:ulas@deped.gov.ph) with copy furnished to [legis@deped.gov.ph](mailto:legis@deped.gov.ph).

For guidance and strict compliance.

[Date]

**ATTY. FILEMON RAY L. JAVIER**  
**Undersecretary - Legal and Legislative Affairs**  
**Department of Education**  
DepEd Complex, Meralco Avenue  
Pasig City, Philippines

SUBJECT: **Request Letter to Render Mandatory *Pro Bono* Legal Aid Service**

Dear **Usec. Javier**:

Greetings!

I, the undersigned, would like to respectfully request from your honorable office a **written authority to render *Pro Bono* Legal Aid Service**, pursuant to the requirements under Section 5 of A.M. No. 11-01-SC, otherwise known as The Rules on Unified Legal Aid Service (ULAS Rules).

I am a member of the Philippine Bar and was admitted to the practice of law in the Philippines on [Date Admitted], with Roll of Attorneys No. [Roll Number]. Currently, I am engaged as a [designation] at the DepEd-[Strand/Bureau/Service/Office]. Under the ULAS Rules, I am considered a covered lawyer and required to render a minimum of 60 hours of *Pro Bono* Legal Aid Services by December 31, 2027.

In this regard, I am expressing my intention to comply with the mandatory *Pro Bono* Legal Aid Service requirement of the ULAS Rules, subject to the limitations provided for by law, outside of regular office hours and subject to non-payment of my salary for the day/s of my absence considering my employment under DepEd, and provided such neither contravenes nor interferes with my duties and responsibilities as a public servant.

The above-mentioned request for written authority has legal basis under Section 13 of the ULAS Rules which provides that "Covered Lawyers in the government shall duly secure the appropriate authority to render *Pro Bono* Legal Aid Services from their agency."

There being no legal impediment, the undersigned respectfully requests the issuance of the **written authority**.

Attached herewith as **Annexes "A" and "B"** are my DepEd Employee ID and Integrated Bar of the Philippines ID, respectively.

Very truly yours,

**ATTY. [NAME OF REQUESTING LAWYER]**

[Designation]

[Strand/Bureau/Service/Office]

ARREAR "A"

**ANNEX "B"**