



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

27 January 2026

SCHOOLS DIVISION MEMORANDUM

No. D42, s. 2026

MANDATORY LEGAL REVIEW OF MEMORANDA OF AGREEMENT (MOAS), CONTRACTS, AND DONATIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In the interest of ensuring compliance with existing laws, rules, and regulations, all **Memoranda of Agreement (MOAs), contracts, and deeds of donation** entered into by schools and offices within the Schools Division shall be subject to **mandatory review by our legal officer, Atty. Rommel L. Corpuz**, prior to approval, signing, or acceptance.
2. Accordingly, all concerned offices and school heads are hereby directed to submit proposed MOAs, contracts, and donation documents to the **Legal Unit** for evaluation of their legal sufficiency, clarity of terms and conditions, delineation of responsibilities, and consistency with applicable DepEd policies, Commission on Audit (COA) rules, and other relevant laws and issuances. No agreement or donation shall be implemented or accepted without the corresponding legal clearance.
3. To facilitate timely processing, all submissions shall include complete supporting documents and be forwarded to the Legal Unit at least one **(1) week** prior to the intended date of execution. Strict compliance with this Memorandum is hereby enjoined.
4. Immediate and wide dissemination of this Memorandum is desired.



JOHANNA N. GERVACIO, PhD, CESO V
Schools Division Superintendent

Encl. As stated
To be indicated in the Perpetual Index
Under the following subjects:

MOAS, CONTRACTS AND DONATION REVIEW

Legal Unit/ELL/mandatory legal review of moas, contracts, and donations
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