



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 14, 2025

DIVISION MEMORANDUM
No. 242, s. 2025

SIMULTANEOUS LEGAL AID CARAVANS FOR DEPED TEACHING AND NON-TEACHING PERSONNEL (MAY 2025)

To: Officer-In-Charge,
Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Heads of Public and Private Elementary, Secondary,
and Integrated Schools
Teaching and Non-Teaching Personnel
All Others Concerned


- Attached herein is a **Memorandum** issued by the Integrated Bar of the Philippines (IBP) in coordination with the Department of Education (DepEd) through the National Center for Legal Aid (NCLA) regarding the conduct of a *Simultaneous Legal Aid Caravan for DepEd teaching and non-teaching personnel* pursuant to the IBP-DepEd Memorandum of Agreement.
- In coordination with the IBP - Aklan Chapter, the scheduled date, time, and venues for the aforementioned activity are as follows:

Friday, May 23, 2025		
Interested Participants	Venue	Time
Teaching and Non-Teaching Personnel from the Western District	Within the District of Numancia	9:00 a.m.-11:00 a.m.
Teaching and Non-Teaching Personnel from the Eastern District	Within the District of Kalibo	2:00 p.m.- 4:00 p.m.

The specific venues for the activity will be announced later on.

- IBP - Aklan offers the following services:
 - Legal Lectures
 - DepEd Order No. 35, s. 2004 or the Revision of the Grievance Machinery of the Department of Education
 - Republic Act No. 11313 or the “Safe Spaces Act”
 - One-on-One Legal Consultations – Addressing personal and work-related legal concerns.
 - Other Services – Notarization of Legal Documents limited to Simple Legal Documents (Such as simple affidavits).

4. Relative thereto, those who are interested are requested to pre-register for the activity through this google forms link: <https://forms.gle/SXbWUYaPnztkyjhC6>. The link for the pre-registration will *expire on May 19, 2025 at 5:00PM*.
5. The immediate dissemination and strict compliance with this Memorandum are directed.


Dr. FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent 

Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

LAWS

PARTNERSHIPS