



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

09 Sep 2026

DIVISION MEMORANDUM

No. **093**, s. 2026

**ADOPTION OF THE UNIFORM RECITAL OF PARTIES IN CONTRACTS,
MEMORANDA, AND OTHER LEGAL INSTRUMENTS ENTERED
INTO BY THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section and Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel

1. In accordance with the directives from the Office of the Undersecretary for Legal and Legislative Affairs, all public schools and functional divisions of the Schools Division of Sarangani shall adopt and use the uniform recital of parties in all contracts, memoranda, agreements, deeds, and other similar legal instruments entered into by or involving the Department of Education (DepEd), particularly those relating to the acquisition, donation, transfer, conveyance, or titling of school properties. The said recital shall read as follows:

DEPARTMENT OF EDUCATION, a government entity mandated by law to ensure the delivery of quality basic education, particularly by Batas Pambansa Blg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with principal address at DepEd Complex, Meralco Avenue, Pasig City 1600, Metro Manila, Philippines, represented herein by the Schools Division Superintendent of the Schools Division Office of Sarangani, with office address at Capitol Compound, Alabel, Sarangani Province hereinafter referred to as the "_____,

2. No deviation from the prescribed recital shall be made without prior coordination with the Schools Division Legal Unit for appropriate legal review.

3. For inquiries, contact Atty. Diana Mae M. Balanay-Tampe and/or Atty. Iona Gail M. Funtanilla at legalunit.sarangani@deped.gov.ph.

4. Widest dissemination of and strict compliance with this Memorandum is directed.

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent





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Encl.: None

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

CONTRACTS

DMMT/OSDS-LEGAL/DM - adoption of the uniform recital of parties in contracts, memoranda, and other legal instruments entered into by the department of education

0687/September 9, 2026

