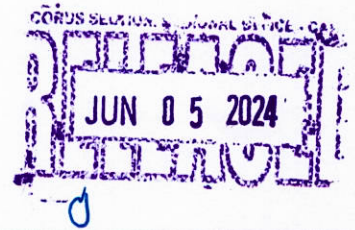




Republic of the Philippines
Department of Education
CARAGA REGION



May 29, 2024

REGIONAL MEMORANDUM

No. 0542, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENT
DIVISION LEGAL OFFICERS/ DESIGNATES/STAFF
This Region

1st BI-ANNUAL LEGAL MEETING FOR 2024

1. The Department of Education Caraga Administrative Region, Office of the Regional Director Legal Unit, will conduct the 1st BI-ANNUAL LEGAL MEETING CUM STRESS MANAGEMENT WORKSHOP that will be conducted on June 11-14, 2024 @ Siargao Division.
2. The agenda are the following:
 - Reading and Adoption of the Previous Minutes of the Meeting.
 - Discussion of issues and concerns related to Legal Predicaments that needs deliberation related to Administrative Complaints and Cases, School Titling, Child Sexual Abuse and Harassment cases and other notable issues
 - Stress Management Workshop
 - Other Matters
3. Expected participants are coming from Division Legal Unit and Regional Legal Unit Lawyers, Designates and Staff.
5. All participants can claim Compensation Time Off for permanent personnel and overtime for Job Orders on June 12, 2024 as considered holiday
4. All participants have a prerogative of travel claims during one (1) day before and after scheduled activity, chargeable to MOOE Funds.
5. Immediate dissemination to all concerned is highly enjoined.



2024-05-08632

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MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encls.: Activity Proposal

Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

BI -ANNUAL MEETING

Leg/msl
05/29/2024



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Republic of the Philippines
Department of Education
CARAGA REGION

**Organizational and Professional Development for Non-Teaching Personnel
(OPDNTP)
COLLECTIVE ACTIVITY PROPOSAL FOR FY 2024**

PROPONENT OFFICE: Office of the Regional Director (ORD) -Legal Unit
PROGRAM NAME: 1 st BI-ANNUAL LEGAL MEETING FOR 2024
AMOUNT REQUESTED: P100,000.00
I. RATIONALE: The Legal Unit will provide prompt and responsive legal services to the stakeholders of the region to ensure integrity and accountability in public service and the efficient delivery of quality basic education.

II. PROPOSED OPDNTP ACTIVITIES FOR FY 2024

1 ST BI-ANNUAL LEGAL MEETING FOR 2024	
A.1. Date of Conduct: April 16-19, 2024	A.2. Duration of Activity: 2 Full day's activity including travel time
A.3. Venue/Platform: DepEd Caraga Siargao Division – Host Division Formal Meeting	A.4. Target Participants: 30 Pax compose of Legal Officers /Designates and Staff
A.5. Activity Rationale: The Department of Education Caraga Region under the Office of the Regional Director Legal Unit will conduct the 1st BI-ANNUAL LEGAL MEETING CUM: STRESS MANAGEMENT WORKSHOP that will be conducted on April 16-19, 2024 hosted and facilitated by Siargao Division. The Legal Unit of the Department of Education is an office with peculiar set of functions. Over the years, our legal officers have encountered different kinds of issues, one of which is the hazard brought about by external factors. One of the pressing issues already encountered is the fact that two of our legal officers have experienced death threats as a consequence of this line of work. It has been observed that there is a high turn over rate of lawyers within the region. As such, there is a need to address the cause of these issues and give importance to the mental health of our legal officers and designates. Moreover, the purpose of this activity is to provide Technical Assistance and discuss all pressing issues and concerns related to Legal predicaments that needs to be deliberated	

such as Administrative Complaints and cases, School Titling, Child Sexual Abuse and Harassment cases and other notable issues.

Expected attendees of this meeting are all Legal Unit of DepEd Caraga that includes lawyers, designates and staff.

A.6. Objective:

The two (2) days formal meeting aims to provide technical assistance to Legal Division Unit for the Year-end Assessment and evaluation of all transactions and accomplishments made by the Legal Unit that involves Administrative Cases, Complaints, School Titling etc.

1. To provide a report yearly accomplishment by the legal unit based on output indicators.
2. To ensure that all policies implemented is to promote and protect the rights and welfare of learners
3. To collect information needed to create Planning and Programs to achieve good practices and achievements to maintain the integrity of the Department of Education as a whole.

a. Expected Output:
Minutes of the Meeting

b. Methodology:
N/A

c. Resource Requirement
Program Management Team – Secretariat, Documenter
Laptops, Sound System, Projector

d. Budgetary Requirement- MOOE Funds

Batch	No. of Pax	EXPENSES				TOTAL
		Food	Venue	Honorarium and TEV of Speaker	Contingency	
Day 1	30	3 meals & 2 snacks P1,200.00/Pax				36,000.00
	30		1 Day accommodation 800/pax			24,000.00
Day 2	30	2 meals & 1 snacks P700.00/Pax				21,000.00
	1			Honorarium 10,000.00 and TEV 5,000.00		15,000.00

					Contingency 4,000.00	4,000.00
		TOTAL				100,000.00

Prepared by:

MARIA PAULITA S. LOMONSOD
Legal Assistant II
March 7, 2024

Noted by:

ATTY. JOSE B. GUIBONE
Attorney IV
March 7, 2024

Reviewed by:

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OPDNSP Focal Person
March 7, 2024

ATTY. JESSA D. MANGADLAO-MIOLATA
Attorney III
March 7, 2024

Recommending Approval as to Content:

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PDC Vice-Chairperson
March 7, 2024

Recommending Approval as to Availability of Fund:

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Chief, Finance Division
March 7, 2024

Recommending Approval as to Purpose:

PEDRO T. ESCOBARTE JR.
Assistant Regional Director
March 7, 2024

Approved:

MARIA INES C. ASUNCION
Regional Director
March 7, 2024



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