



Republic of the Philippines
Department of Education
CARAGA REGION



October 16, 2023

REGIONAL MEMORANDUM

No. 1008, s. 2023

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

3RD QUARTER FORMAL MEETING OF REGIONAL/DIVISION LEGAL STAFF

1. The Department of Education Caraga Administrative Region, Office of the Regional Director, Legal Unit will conduct the 3rd QUARTER FORMAL MEETING OF REGIONAL/DIVISION LEGAL STAFF on October 25-26, 2023 at Bislig City Division.

2. The Agenda are the following:

- a. finalization of the unified quality control plan in NQMS-Legal Management
- b. drafting of position paper re: issues faced by the Caraga Legal Team
- c. drafting of unified DMEA, SDS' OPCR (legal services), and IPCRF
- d. drafting of the unified script for Formal Investigation Committees during prehearing conferences and formal investigation hearings
- e. updates on the Training Workshop on Investigation and Prosecution Techniques
- f. other important matters

3. Participants are the following:

Name	Designation	Division/Region
Maria Ines C. Asuncion	Regional Director	Regional Office
Pedro T. Escobarte	Asst. Regional Director	Regional Office
Gemma A. De Paz	Schools Division Superintendent	Bislig City
Atty. Jose B. Guibone	Attorney IV	Regional Office
Atty. Jessa Mangadlao-Miolata	Attorney III	Regional Office
Atty. Marjorie Leigh Llano	Attorney III	Butuan City
Atty. Carlito B. Ranoco	Attorney III	Agusan del Sur
Atty. Vivaniño B. Barrios	Attorney III	Surigao City
Atty. Kristine Felva P. Licup	Attorney III	Bislig City



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

Shirlene Crabajales	Designate Legal Officer / AO V Surigao	del Sur
Atty. Mellicent C. Lianza	Attorney III	Surigao del Norte
Atty. Klaire Ciarra G. Sangco-Galavia	Attorney III	Dinagat Islands
Atty. Ronald C. Lara	Attorney III	Agusan del Norte
Atty. Jeddah May C. Nangcas	Attorney III	Siargao Islands
Perna L. Tejano	Designate Legal Officer / AO V	Tandag City
Jill A. Marcellones	Designate Legal Officer / AO V	Cabadbaran City
Lucille H. Madelo	Designate Legal Officer / AO V	Bayugan City
Elizalde G. Bernales	Special Investigator III	Regional Office
Maria Paulita S. Lomonsod	Legal Assistant II	Regional Office
Henry Cedrick T. Plaza	ADA VI – Legal staff	Bislig City
Ronie C. Guinggue	Program Management Team	Bislig City
Engr. Zojet B. Petilo	Program Management Team	Bislig City
Cherry C. dela Peña	Program Management Team	Bislig City
Genrey S. Iligan	Program Management Team	Bislig City

4. All expenses covered including Travel Expenses chargeable against Regional and Division MOOE Funds including one day before and after the said activity, following the COA rules and regulations. The activity will start on October 25, with breakfast, and will end on October 26, with afternoon snacks and checkout at 5:00 p.m. from the venue and accommodation.

5. Immediate dissemination to all concerned is highly enjoined.

MARIA INES C. ASUNCION

Director III

Officer-In-Charge

Office of the Regional Director

By Authority of the Regional Director

PEDRO T. ESCOBARTE, JR., CESO V

Assistant Regional Director

Encls.: NONE

Reference: NONE

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

3rd Quarter Meeting

LEG/msl
10/16/2023



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