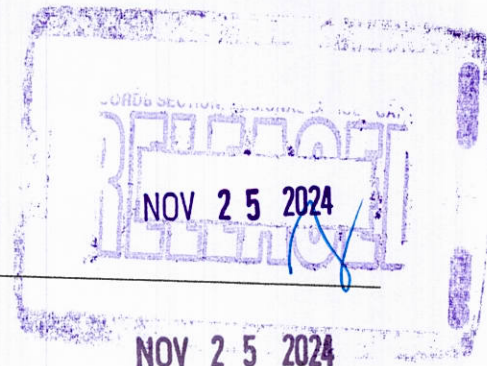




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1302**, s. 2024

To: Schools Division Superintendents
Region Legal Unit
Division Legal Officers/Designates
Division Legal Staff
All Others Concerned

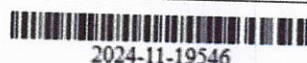
YEAR-END ASSESSMENT MEETING 2024

1. The Department of Education Caraga Region, through the Regional Legal Unit, will convene its **Year-End Assessment Meeting for 2024**. The meeting is scheduled **for December 9-11, 2024**, at Mt. Bagarabon Beach and Mountain Resort, Brgy. Mabua, Surigao City, Surigao del Norte.
2. The agenda are the following:
 - a. Presentation of Accomplishment Report for 2024 from Participants;
 - b. Discussion of legal challenges and changes affecting the Key Result Areas and additional tasks of the legal officers;
 - c. Crafting of Unified templates, scripts and other forms for administrative cases;
 - d. Discussion of legal challenges and changes affecting the key result areas and additional tasks of the legal officers;
 - e. Formulation of program proposals for Region-Wide FIC and FIC Secretariat Training; and
 - f. Other matters.
3. All expenses related to travel, accommodation, and meals will be covered, chargeable against Regional and Division MOOE Funds, following COA rules and regulations. The activity will start on December 9, 2024, at 1:00 p.m., with afternoon snacks as the first meal, and will conclude on December 11, 2024, with breakfast as the last meal.
4. Attached is the list of participants.
5. Immediate dissemination to all concerned is highly desired

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



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2024-11-19546

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 3



Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

MEETING

ORD/scgj
11/21/2024

LIST OF PARTICIPANTS

Name	Designation	Division/Region
Manuel O. Caberte	Schools Division Superintendent	Surigao del Norte
Segundino A. Madjos, Jr., CESO VI	Schools Division Superintendent	Surigao del Norte
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
Atty. Calvin Klein E. Lianza	Attorney III	Surigao del Sur
Atty. Klaire Ciarra G. Sangco-Galavia	Attorney III	Surigao del Norte
Marvin P. Ebueza	Designate Legal Officer / AO V	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 II	Regional Office
Maria Paulita S. Lomonsod	Legal Assistant II/ Secretariat	Regional Office
Denisa O. Lindog	ADAS I / Secretariat	Regional Office
Shine Clarice Guarez	ADA VI / Secretariat	Regional Office
Ronel Galano	AO II / Legal Assistant Designate	Agusan del Norte
Jocelyn Mission	Special Assistant for School Site Survey and Titling	Agusan del Norte
Mary Annjelou Montefalcon	ADAS / Legal Assistant Designate	Butuan City
Atty. John Benedict Entrada	Asst. Principal	Surigao City
Jesame R. Catubig	ADA VI / Legal Staff	Agusan del Sur
Leonard F. Deligencia	ADAS III / Legal Staff	Surigao del Sur
Hidee P. Sosmena	ADAS/ Legal Staff	Dinagat Islands
Elbert D. Atienza	AO II/ Program Management Team	Surigao del Norte
Jay Mark V. Fulgarinas	SEPS/ Program Management Team	Surigao del Norte
Lovely Sheena Y. Soro	PDO I/ Program Management Team	Surigao del Norte
Zenny Bagnol	Nurse II/ Program Management Team	Surigao del Norte
Ma. Corazon Caparaz	Nurse II/ Program Management Team	Surigao del Norte