Regional Memorandum

VIRTUAL BI-ANNUAL COORDINATION AND MONITORING MEETING WITH SCHOOLS DIVISION LAWYERS AND LEGAL COORDINATORS

To Schools Division Superintendents
Schools Division Lawyers/Legal Coordinators

1. The Office of the Regional Director, through the Legal Unit, will conduct its VIRTUAL BI-ANNUAL COORDINATION AND MONITORING MEETING WITH SDO LAWYERS AND LEGAL COORDINATORS on December 9, 2021 via Google Meet from 8:30am to 5:00pm.

2. The said activity aims: (a) to update the Schools Division Lawyers and Legal Coordinators on the new legal procedures and processes including new laws, rules and regulations relevant to the Department of Education; (b) as an avenue for the monitoring and evaluation of administrative cases and other related concerns; (c) inquiries and discussions on certain legal matters brought to the attention of the Legal Unit concerned; and (d) other related matters that will be brought out during the said activity.

3. All participants are requested to register at this link: https://bit.ly/3mZypk4 on or before December 6, 2021. The link for the said activity shall be emailed to the registered participants on December 7, 2021.

4. For continuous discussion during the meeting, each participant is required to prepare: (a) annual accomplishment report of the SDO Legal Unit, (b) no. of complaint pending investigation in the SDO, (c) no. of case pending formal investigation, (d) no. of schools with proof of ownership over school site and (e) no. of schools with proof of ownership over school site and the ongoing action of the SDO on the matter.
5. For queries and other concern, kindly contact **Ms. Clemencia Minimo** via email at legal.calabarzon@deped.gov.ph or thru call at 09178885893.

6. Immediate dissemination of this Memorandum is earnestly desired.

[Signature]

FRANCIS CESAR B. BRINGAS  
Regional Director