



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



09 November 2021

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 without proof of ownership over school site and the ongoing action of the SDO on the matter.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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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.


FRANCIS CESAR B. BRINGAS
Regional Director 