



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Office of the Regional Director

May 26, 2022

Regional Memorandum

**BI-ANNUAL REGIONAL OFFICE-SCHOOLS DIVISION OFFICE
LEGAL COORDINATION AND MONITORING MEETING**

To **SCHOOLS DIVISION SUPERINTENDENTS
LEGAL UNIT PERSONNEL**

1. To consistently enhance the coordination between the Legal Unit in the Schools Division Offices and Regional Office, and to apprise the lawyers and legal coordinators with the new processes in the Legal Unit of the Regional Office, the Legal Unit will be conducting the Bi-Annual RO-SDO Legal Coordination and Monitoring Meeting on **June 17, 2022 (First Half)** and December 9, 2022 (**Second Half**). The venue will be announced in a separate memorandum.
2. In this regard, all Attorney III and Legal Coordinators in the Schools Division Offices are hereby enjoined to attend the activity. The participation of the personnel of the Legal Unit of this Office are likewise required. The participation of the personnel of the Legal Unit of this Office are likewise required.
3. The program of the activity for the First Half is hereto attached as Annex A. The program of the activity for the Second Half shall be announced in a separate memorandum.
4. Dissemination of this Memorandum is hereby enjoined.


FRANCIS CESAR B. BRINGAS
Regional Director

legal/chm



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ANNEX – A

PROGRAM June 17, 2022	
	BREAKFAST
8:30 AM	Registration
9:00 AM	<p>Opening Remarks</p> <p style="text-align: right;">FRANCIS CESAR B. BRINGAS Regional Director</p> <p style="text-align: right;">CHERRYLOU D. REPIA Assistant Regional Director</p>
9:30 AM	<p>MEETING PROPER</p> <p>School sites concerns : Atty. Jocelyn B. Buclig Private schools concerns : Atty. Crispin B. Balag-oy Administrative Cases against Teachers: For fact-finding investigations concerns: Atty. Kelvin P. Matib For formal investigation concerns: Omer Licyayo</p> <p>Others: Immersion program of practice teachers in the time of pandemic Certificate of No Pending Case Operations Manual: Filing of Civil Cases Termination of Contracts</p>
12:00 noon	LUNCH
1:30 PM	<p>Inspirational Remarks</p> <p style="text-align: right;">FRANCIS CESAR B. BRINGAS Regional Director</p> <p style="text-align: right;">CHERRYLOU D. REPIA Assistant Regional Director</p>
2:00 PM onwards	Recognition of Awardees
3:00 PM onwards	Socialization