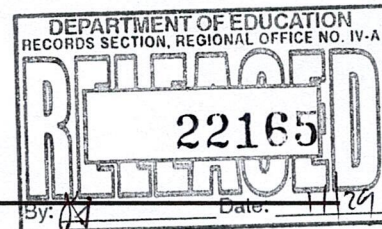




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Office of the Regional Director



November 25, 2022

Regional Memorandum

No.780 s.2022

**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, the Legal Unit of this Office will be conducting the "Regional Office-Schools Division Office Legal Coordination and Monitoring Meeting" on **December 13 and 14, 2022**. This is in lieu of the "Bi-Annual Regional Office-Schools Division Office Legal Coordination and Monitoring Meeting," which was earlier scheduled on December 9, 2022, through the Regional Memorandum No. 22-321.¹
2. The venue of the "Regional Office-Schools Division Office Legal Coordination and Monitoring Meeting" will be announced in a separate Memorandum.
3. This activity will serve as an avenue for (a) monitoring and evaluation of administrative cases and other related concerns; (b) inquiries and discussions on certain legal matters brought to the attention of the Legal Unit; and (c) other related matters that will be brought out during the said activity.
4. In this regard, **all Attorney III and Legal Coordinators** in the Schools Division Offices are hereby ordered to attend the activity. Personnel of the Legal Unit of this Office are likewise ordered to attend.
5. For continuous discussion during the meeting, each SDO is required to prepare a 5-10 minutes power point presentation of the following:
 - a) annual accomplishment report of the SDO Legal Unit (2022);
 - b) no. of complaints pending investigation in the SDO;
 - c) no. of case/s 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.

¹ BI-ANNUAL REGIONAL OFFICE-SCHOOLS DIVISION OFFICE LEGAL COORDINATION AND MONITORING MEETING.



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6. The program of the activity is hereto attached as Annex A.
7. Dissemination of this memorandum is hereby enjoined.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ANNEX - A

PROGRAM December 13, 2022 Day 1		
6:00 AM 8:00 AM	Breakfast Arrival Registration	Legal Unit
8:15 AM 8:45 AM	Opening Preliminaries <ul style="list-style-type: none"> • Lupang Hinirang • Prayer • CALABARZO N March • Recitation of Quality Policy • Roll Call 	Person In Charge
8:15 AM - 8:30 AM	Welcome Remarks	ATTY. ALBERTO T. ESCOBARTE, CESO II Regional Director CHERRYLOU D. REPIA Assistant Regional Director Person In Charge
8:30AM - 8:40AM	Introduction of the Speaker	
8:40AM - 10:00AM	Problems / Challenges and recommendations in the conduct of Fact-Finding Investigation.	ATTY. CORNELIO A. PACALA Attorney V – Investigation Division
10:00AM - 10:30AM	Open Forum	
10:30AM - 10:35AM	Introduction of the Speaker	Person-In-Charge
10:35AM - 11:30AM	Problems / Challenges and recommendations in the Confirmation of Decisions.	ATTY. RODEL JAMES R. PULMA Attorney V – Legal Division
11:30AM - 12:00NN	Open Forum	
12:00NN - 1:00PM	Lunch Break	
1:05PM	Introduction of the Speaker	Person-In-Charge
1:05PM - 2:00PM	Laws and Rules affecting private schools.	ATTY. RHOAN G.L. OREBIA Director IV – Office of the Director
2:00PM - 2:30PM	Open Forum	

2:30PM – 2:35PM	Introduction of the Speaker	Person-In-Charge
2:30PM to 3:30PM	Updates/Challenges and recommendations in the registration and titling of school sites.	ZORAYDA RANGIRIS Administrative Officer V- Legal Division - School Sites
3:30NN – 4:00PM	Open Forum	
4:00PM – Onwards	Socialization	
6:30PM	Dinner	

PROGRAM December 14, 2022 Day 2		
6:00 AM – 8:00 AM	Breakfast	
8:00 AM to 8:30 AM	Opening Preliminaries <ul style="list-style-type: none"> • Prayer • CALABARZO N March • Roll Call 	Person In Charge
8:30 AM – 10:00 AM	Presentation of each Schools Division Office a) annual accomplishment report of the SDO Legal Unit (2022); b) no. of complaints pending investigation in the SDO; c) no. of case/s 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.	
10:00AM – 10:15Am	Health Break	
10:15AM – 12:00NN	Continuation of Presentation	
12:00NN – 1:00PM	Lunch Break	
1:PM – 3PM	Continuation of Presentation	
3:00PM	Closing Remarks	ATTY. JOCELYN B. BUCLIG Attorney IV