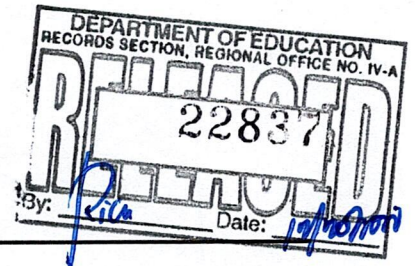




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Office of the Regional Director

9 December 2022


Regional Memorandum

No.810 s.2022

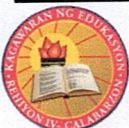
**TRAINING-WORKSHOP ON RESOLUTION AND  
DECISION WRITING**

To **Schools Division Superintendent**

1. Section 42 of DepEd Order NO. 49, Series of 2016 provides that the disciplining authority shall render his decision on the case after receipt of the formal investigation report.
2. In order for this Office to cope up with the increasing number of reports to be reviewed, there is the need to train additional personnel who will help in the drafting of resolutions/decisions.
3. In view thereof, all Attorneys from the different schools division offices are hereby required to attend the workshop on Resolution and Decision Writing which will be held on **January 16-20, 2023** (First Half) and **October 19-13, 2023** (Second Half). The venue will be announced in a separate advisory.
4. The travel expenses and related expenses of the participants relative to the conduct of this activity shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.
5. For compliance and information of all.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

legal/chm



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Website: depedcalabarzon.ph





## TRAINING-WORKSHOP ON RESOLUTION AND DECISION WRITING

January 16-20, 2023

### List of Participants

NO.	NAME	DESIGNATION	Office/Division
1	Karen M. Salimo	Attorney III	Batangas Prov.
2	Daniel Carpina	Attorney III	Cavite Prov.
3	Mary Grace A. Checa-Hinojosa	Attorney III	Laguna
4	Rexcia Maria B. Baldeo	Attorney III	Quezon
5	Ronalyn Erbon	Attorney III	Rizal
6	Kelvin P. Matib	Attorney III	Antipolo City
7			Bacoor City
8	Miko Paolo Perez	Attorney III	Batangas City
9	Pacifico Jacinto P. Medina, Jr.	Attorney III	Binan City
10	Ma Jerica S. Machado	Attorney III	Cabuyao City
11	Jonas Anton M. Manalo	Attorney III	Calamba City
12			Cavite City
13			Dasmariñas City
14			Gen. Trias City
15			Imus City
16	Lovelyn M. Atienza	Attorney III	Lipa City
17	Ana Karmela A. Vergara	Attorney III	Lucena City
18	Carlo June Tibayan	Attorney III	Sta. Rosa City
19	Christine Ann Marie A. Batacan	Attorney III	San Pablo City
20	Sheila Mae D. Laude	Attorney III	San Pedro City
21	Roxanne T. Laqui	Attorney III	Tanauan City
22			Tayabas City
23			Sto. Tomas City
24	Jocelyn B. Buclig	Attorney IV	Regional Office
25	Marianne A. Dilag	Attorney III	Regional Office
26	Crispin B. Balag-oy	Legal Officer	Regional Office
27	Omer Licyayo	Legal Officer	Regional Office

# **TRAINING-WORKSHOP ON RESOLUTION AND DECISION WRITING**

January 16-20, 2023

## **PROGRAM MATRIX**

Time	Agenda	Person in Charge
DAY 1		
7:30 AM 8:00 AM	Arrival and REgistration	Legal Unit
8:30 AM 9:00 AM	Opening Preliminaries <ul style="list-style-type: none"> <li>• Lupang Hinirang</li> <li>• Prayer</li> <li>• Calabarzon March</li> <li>• Recitation of Quality Policy Statement</li> </ul>	
9:00 AM 10:00 AM	<ul style="list-style-type: none"> <li>• INSPIRATIONAL MESSAGE</li> </ul>	ARD Cherrylou D. Repia RD Atty. Escobarte
10:00 AM	Tips on the drafting of Resolution/Decision	Atty. Jocelyn B. Buclig
11:00 AM	Proper Discusssion of the Mechanic of the Workshop	
12:00Noon 1:00 PM	LUNCH BREAK	
1:00 PM 2:00PM	Workshop Proper	
3:00 PM	HEALTH BREAK	
3:30 PM onwards	Workshop Proper	
DAY 2		
8:00 AM	Attendance	
9:00 AM 12:00 AM	Continuation of the Workshop Proper	
12:00Noon 1:00 PM	LUNCH BREAK	
1:00 PM 3:00 PM	Continuation of the Workshop Proper	



3:00 PM	HEALTH BREAK	
3:30 PM onwards	Continuation of the Workshop Proper	
DAY 3		
9:00 AM 12:00 AM	Continuation of the Workshop Proper	
12:00 Noon 1:00 PM	LUNCH BREAK	
1:00 PM 3:00 PM	Continuation of the Workshop Proper	
3:00 PM	HEALTH BREAK	
3:30 PM onwards	Continuation of the Workshop Proper	
DAY 4		
9:00 AM 12:00 AM	Continuation of the Workshop Proper	
12:00 Noon 1:00 PM	LUNCH BREAK	
1:00 PM 3:00 PM	Continuation of the Workshop Proper	
3:00 PM	HEALTH BREAK	
3:30 PM onwards	Continuation of the Workshop Proper	
DAY 5		
8:00 AM	Attendance	
9:00 AM 10:00 AM	Finalization of the output	
10:00 AM 11:00 AM	Submission of output	
11:30 AM 12:00 AM	Closing Program	
12:00 noon	LUNCH	
<i>-Home Sweet Home and Keep Safe -</i>		