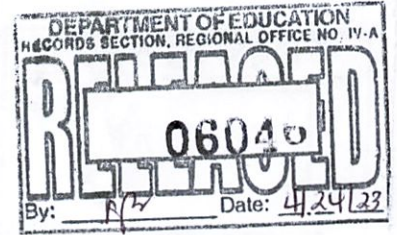




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Office of the Regional Director

April 24, 2023

Regional Memorandum

No.220 s.2023

**REQUEST FOR DATA FOR THE 2022 AGENCY REPORT ON ALTERNATIVE
DISPUTE RESOLUTION (ADR) PROGRAMS AND PROCEDURES OF THE
DEPARTMENT OF EDUCATION**

To: **Schools Division Superintendents**

1. This has reference to the Memorandum dated March 31, 2023, from Atty. Jose Arturo C. De Castro, Undersecretary for Legal and Legislative Affairs, Atty. Amanda Marie F. Nograles, Assistant Secretary for Legal and Legislative Affairs, Diana May V. Cabrales, Director IV, Legal Service, and Atty. Rodel James R. Pulma, Attorney V, Legal Division, Department of Education.
2. In the said Memorandum, the Legal and Legislative Affairs (LLA) is requesting for the submission of data for the 2022 Agency Report on Alternative Dispute Resolution (ADR) Programs and Procedures of the Department of Education, in compliance with the Memorandum Circular No. 2023-01 dated January 3, 2023 from the Department of Justice – Office for Alternative Dispute Resolution (DOJ-OADR).
3. Consequently, this Regional Office directs the submission of the said data, using the template attached hereto as provided by the above-mentioned DOJ-OADR Memorandum Circular No. 2023-01.
4. Please submit the requested data on or before **April 26, 2023**, at legal.calabarzon@deped.gov.ph.
5. For inquiries, kindly contact DepEd Legal Unit via email at legal.calabarzon@deped.gov.ph or through this number at 09278258950.
6. For strict immediate compliance.

ATTY. ALBERTO T. ESCOBARNE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph





Republic of the Philippines
Department of Education
 LEGAL AND LEGISLATIVE AFFAIRS

DMOI-2023-155
 DEPARTMENT OF EDUCATION
 RECEIVED
 RECORDS SECTION, REGIONAL OFFICE NO. IV-A
 APR 12 2023
 BY: *mpd* TIME: 9:07

MEMORANDUM
 DM-LLA-2023-0226

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS

FROM : *[Signature]*
 JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D. DepEd Region IV-A
 Undersecretary for Legal and Legislative Affairs
[Signature]
 ATTY. AMANDA MARIE F. NOGRALES, *[Signature]*
 Assistant Secretary for Legal and Legislative Affairs
[Signature]
 DIANA MAY V. CABRALES, J.D., LL.M.
 Director IV, Legal Service
[Signature]
 ATTY. RODEL JAMES R. PULMA
 Attorney V, Legal Division

DepEd Region IV-A
 LEGAL UNIT
 RECEIVED
 APR 17 2023
 BY: *leona* TIME: 4:06

SUBJECT : Request for data for the 2022 Agency Report on Alternative Dispute Resolution (ADR) Programs and Procedures of the Department of Education

DATE : MAR 31 2023

In compliance with the Memorandum Circular No. 2023-01 dated January 3, 2023 from the Department of Justice - Office for Alternative Dispute Resolution (DOJ-OADR), each agency shall prepare and submit their CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and procedures to DOJ-OADR.

In this regard, the Legal and Legislative Affairs (LLA) hereby requests for data as required by the DOJ-OADR Memorandum Circular No. 2023-01 from the Regional Offices including its respective Schools Division Offices. Attached is the template of the Report on ADR Programs and Procedures to accomplish said compliance, for ready reference.

Kindly submit your compliance reports **on or before April 11, 2023**, to ls.ld@deped.gov.ph.

For further information and clarifications, please contact Legal Division through telephone number (02) 8637-6206.

For your immediate and strict compliance.

Thank you.

Report on Alternative Dispute Resolution (ADR) Programs and Procedures
 (as required by Executive Order No. 97, s. 2012)
 For the Year 2022

Agency / GOCC: _____

ADR Programs/ Procedures*	Case Statistics				ADR Neutrals			Trainings			Funding		Remarks (including reasons for cases not settled)
	Received/ Handled**	Settled	Not Settled	Pending	No. of In-House Neutrals	No. of Agency-Accredited Neutrals	Name/s of External ADR Provider Organization/s (if any)	Dates Covered	No. of Participants	Name/s of External ADR Training Provider Organization/Resource Persons (if any)	Fund Source	Budget Allocation Amount	
ADR Program/Procedure 1 (briefly describe)													
ADR Program/Procedure 2 (briefly describe)													
ADR Training Program 1 (briefly describe)													
ADR Training Program 2 (briefly describe)													

* Briefly describe each ADR program/procedure and the mode used (mediation, conciliation, arbitration, etc.) as mandated or allowed by laws, rules and regulations, including, but not limited to:

- a) Resolution of complaints, disputes and claims among clients, service providers and other external parties.
- b) Grievance, complaints and other administrative dispute resolution mechanisms among agency personnel; and
- c) Administrative resolution of public or external client complaints against agency personnel.

Attach a copy of governing agency rules/guidelines including service fees and accreditation of external ADR service providers, if any.

** Total number of cases received/handled, including carry over from the previous year.

Prepared by:

Reviewed by:

Submitted by:

 Staff in Charge
 Position/Designation, Unit

 Senior Official in Charge / ADR Focal Person
 Position/Designation

 Head of Agency
 Position

Date submitted: _____

Telephone number: _____

Email address: _____