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. Nogales, 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, Deparatment 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. ESCOBARTE, CESO II
Regional Director
MEMORANDUM
DM-LLA-2023-0226

TO:
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM:
JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D
Undersecretary for Legal and Legislative Affairs

ATTY. AMANDA MARIE F. NOGRALES
Assistant Secretary for Legal and Legislative Affairs

DIANA MAY V. CABRALES, J.D., LL.M
Director IV, Legal Service

ATTY. RODOL JAMES R. PULMA
Attorney IV, Legal Division

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

<table>
<thead>
<tr>
<th>ADR Programs/ Procedures*</th>
<th>Case Statistics</th>
<th>ADR Neutrals</th>
<th>Trainings</th>
<th>Funding</th>
<th>Remarks (including reasons for cases not settled)</th>
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<td>Received/Handled**</td>
<td>Settled</td>
<td>Not Settled</td>
<td>Pending</td>
<td>No. of In-House Neutrals</td>
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<tr>
<td>ADR Program/Procedure 1 (briefly describe)</td>
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<td>ADR Program/Procedure 2 (briefly describe)</td>
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* 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: __________________________