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

16 April 2024

Regional Memorandum
No. 272, s. 2024


**REGIONAL OFFICE AND SCHOOLS DIVISION OFFICE
QUARTERLY LEGAL EXECUTIVE COORDINATION
MEETING (ReLEXECOM)**

To: **Schools Division Superintendents
Legal Unit Personnel**

1. To consistently enhance the coordination between the Legal Unit of the Regional Office and the Schools Division Office (SDO), the Legal Unit of this Office will be conducting the "REGIONAL OFFICE AND SCHOOLS DIVISION OFFICE QUARTERLY LEGAL EXECUTIVE COORDINATION MEETING (ReLEXECOM)," on the following dates:

2nd Quarter	April 25-26, 2024 – RO Reports and other issues and concerns of RO/SDO Legal Unit
4th Quarter	November 14-15, 2024 – New Issuances and issues and concerns of RO/SDO Legal Unit

2. This meetings will serve as an avenue for (a) technical assistance; (b) monitoring and evaluation of administrative cases and other related concerns; (c) inquiries and discussions on certain legal matters brought to the attention of the Legal unit; and (d) other related matters that will be brought out during the said meetings.
3. In this regard, all **Attorney III and Legal Coordinators** in the Schools Division Offices are hereby ordered to attend the meetings. **Personnel of the Legal Unit of this Office** are likewise ordered to attend. The program of the activity is hereto attached as **Annex A**.
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 queries and concern, kindly contact Ms. Clemencia Minimo via email at legal.calabarzon@deped.gov.ph.
6. Immediate and wide dissemination of this memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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ANNEX A**REGIONAL OFFICE AND SCHOOLS DIVISION OFFICE QUARTERLY LEGAL EXECUTIVE COORDINATION MEETING (ReLEXECOM)**

DAY 1		
Time	Agenda	Person in Charge
7:00 AM – 9:00 AM	<ul style="list-style-type: none"> • Arrival of Participants • Breakfast 	RO Legal Unit
9:00 AM – 9:45 AM	<p>Opening Preliminaries</p> <ul style="list-style-type: none"> • Lupang Hinirang • Prayer • CALABARZON March • Recitation of Quality Policy • Roll Call 	RO Legal Unit
9:50 AM – 10:00 AM	Welcome Remarks	Atty. Jocelyn B. Buclig-Guzman
10:00 AM – 10:10 AM	Message	Atty. Alberto T. Escobarte, CESO II
10:00 AM - 12:00 NN	-Discussion on the legal concerns encountered during the 2024 RAAM	Atty. Jocelyn B. Buclig-Guzman
11:00 AM – 12:00 NN	-2024 Guidelines on the eligibility of athletes in the division, regional and palarong pambansa 2024.	Atty. Jocelyn B. Buclig-Guzman
12:00 NN – 1:30PM	LUNCH BREAK	
1:30 PM – 2:30 PM	Discussion on the utilization of the athletic meet screening and accreditation system	Information and Communication Technology (ICT) Unit (Rey M. Valenzuela / Melvin Punzalan)
2:30 PM- 3:00 PM	BREAK – PM SNACK	
3:00 PM – 4:00 PM	Cascading of the Legal Service Information System to SDOs	Information and Communication Technology (ICT) Unit (Rey M. Valenzuela / Melvin Punzalan)
4:00 PM – 5:00 PM	Open forum	

DAY 2

Time	Agenda	Person in Charge
6:00 AM – 8:00 Am	BREAKFAST	
8:00 AM – 8:20 AM	Opening Preliminaries Prayer Roll Call	RO Legal Unit
8:20 AM – 9:20 AM	-Reports and discussion on Pending complaints for Private school and Pending cases for resolution	Atty. Crispin Balag-oy
9:20 AM – 9:30 AM	BREAK – AM SNACK	
9:30 AM - 10:30 NN	-Report and Discussion on Pending FI and FFI	Atty. Melford Lapnawan
10:30 AM - 11:30 AM	Report and Discussison on FFIR and FIR submitted to the office.	Atty. Marianne A. Dilag
11:30 – 12:00NN	Report and Discussion on CNP issues and concerns	Leonalyn Martin
12:00 AM – 1:00PM	LUNCH BREAK	
1:00 PM – 1:30 PM	Report and discussion on Complaints for Investigation submitted and received by the office.	Omer P. Licyayo
1:30 PM- 2:00 PM	Report and Discussion on issues and concerns relative to DepEd Child Protection Policy and RM 217, s. 2021	Shiela May Gubat
2:00 PM- 2:30 PM	Report and discussion on issues and concerns relative to contracts	Clemencia Minino
2:30PM – 3:30PM	Open Forum Other issues and concerns	RO Legal
3:30 PM –	Closing Remarks	Atty. Jocelyn B. Buclig-Guzman
3:35 PM - Onwards	Home Sweet Home	