



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



April 17, 2024

Regional Memorandum
No. 277, s. 2024

**WRITESHOP ON RESOLUTION
AND DECISION WRITING**

To: **Schools Division Superintendents:**

1. Section 42 of DepEd Order No. 49, Series of 2016¹ provides that the disciplining authority shall render his decision on the case after receipt of the formal investigation report.
2. As of December 22, 2023, the Legal Unit of this Office is confronted with One Hundred Twenty-Eight (128) Formal Investigation Reports and Four Hundred Fifty (450) Fact-finding Investigation Reports to be reviewed by two (2) Lawyers who were assigned on the matter. On the other hand, DepEd Order No. 49 S. 2006 provides that the disciplining authority shall render his decision within thirty (30) days from receipt of the report of investigation.
3. In order to comply with the mandates of DepEd Order No. 49, S. 2006, all Attorneys from the different Legal Unit of the schools division offices are hereby required to attend the “*Writeshop on Resolution and Decision Writing*” which will be held on the following dates:

1st Half	May 27 – 31, 2024
2nd Half	October 14-18, 2024

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. The list of attendees and Activity Matrix is hereto attached as Annex A and Annex B respectively.
6. For queries and concern, kindly contact Ms. Clemencia Minimo via email at legal.calabarzon@deped.gov.ph.
7. For compliance and information of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ORDLUS

¹ Revised Rules of Procedure of the Department of Education in Administrative Cases



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

ANNEX "A"

**WRITESHOP ON RESOLUTION AND DECISION WRITING
May 27-31, 2023**

List of Attendees

	Name	Designation	Office
1	Jocelyn B. Buclig-Guzman	Attorney IV	Regional Office
2	Marianne A. Dilag	Attorney III	Regional Office
3	Crispin B. Balag-oy	Legal Officer	Regional Office
4	Melford A. Iapnawan	Legal Officer	Regional Office
5	Clemencia Minimo	Legal Assistant	Regional Office
6	Omer P. Licyayo	SI-III	Regional Office
7	Daniel V. Carpina	Attorney III	Cavite Province
8	Alexis Victor G. Balicas	Attorney III	Dasmarinas
9	Aaron Anthony S. Labordo	Attorney III	Gen. Trias City
10	Mary Grace C. Hinojosa	Attorney III	Laguna
11	Pacifico Jacinto P. Medina, Jr.	Attorney III	Binan City
12	Jerica Clara S. Machado	Attorney III	Cabuyao
13	Christine Ann Marie R. Alcazar-Batacan	Attorney III	San Pablo City
14	Sheila Mae D. Laude	Attorney III	San Pedro City
15	Carlo June C. Tibayan	Attorney III	Santa Rosa
16	Karen M. Salimo	Attorney III	Batangas
17	Mikko Paolo A. Perez	Attorney III	Batangas City
18	Lovelyn M. Atienza	Attorney III	Lipa City
19	Roxanne T. Laqui	Attorney III	Tanauan City
20	Kristian Ian Dale C. Datinguino	Attorney III	Sto. Tomas City
21	Rexcia Maria B. Baldeo	Attorney III	Quezon
22	Ana Karmela S. Amante-Vergara	Attorney III	Lucena City
23	Ronalyn A. Erbon	Attorney III	Rizal
24	Kelvin P. Matib	Attorney III	Antipolo

ANNEX "B"

WRITESHOP ON RESOLUTION AND DECISION WRITING

May 27-31, 2024

ACTIVITY MATRIX

Time	Agenda	Person in Charge
Day 1		
7:30 AM-8:00 AM	Arrival and Registration	Legal Unit
8:30 AM-9:30 AM	Opening Preliminaries <ul style="list-style-type: none"> • Lupang Hinirang • Prayer • Calabarzon March • Recitation of Quality Policy Statement • Opening Remarks 	Legal Unit
9:30 AM – 10:00 AM	<ul style="list-style-type: none"> • Inspirational Message 	Atty. Alberto T. Escobarte, CESO II Regional Director LOIDA N. NIDEA Assistant Regional Director
10:00AM-12:00 AM	Reiteration of the Manual of Writing	Atty. Jocelyn B. Buclig-Guzman
12:00 NN - 1:00 PM	LUNCH BREAK	
1:00 PM – 3:00 PM	Workshop Proper	
3:00 PM – 3:30 PM	HEALTH BREAK	
3:30 PM – 5:00 PM	Continuation of Workshop	
6:00 PM	DINNER	

DAY 2		
6:00 AM – 8:00 AM	BREAKFAST	
8:00 AM – 8:15 AM	Checking of Attendance	Legal Unit
8:15 AM – 8:30 AM	Preliminaries	Legal Unit
8:30 AM – 10:00 AM	Continuation of Workshop	
10:00AM-10:15 AM	HEALTH BREAK	
10:15AM – 12:00 NN	Continuation of Workshop	
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 PM – 3:00 PM	Continuation of Workshop	
3:00 PM – 3:30 PM	HEALTH BREAK	
3:30 PM – 5:00 PM	Continuation of Workshop	
6:00 PM	DINNER	

DAY 3		
6:00 AM – 8:00 AM	BREAKFAST	
8:00AM-8:15 AM	Checking of Attendance	Legal Unit
8:15AM-8:30 AM	Preliminaries	Legal Unit
8:30 AM – 10:00 AM	Continuation of Workshop	
10:00 AM-10:15 AM	HEALTH BREAK	
10:15AM – 12:00 NN	Continuation of Workshop	
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 PM – 3:00 PM	Continuation of Workshop	
3:00 PM – 3:30 PM	HEALTH BREAK	
3:30 PM – 5:00 PM	Continuation of Workshop	
6:00 PM	DINNER	

DAY 4		
6:00 AM – 8:00 AM	BREAKFAST	
8:00 AM – 8:15 AM	Checking of Attendance	Legal Unit
8:15 AM – 8:30 AM	Preliminaries	Legal Unit
8:30 AM – 10:00 AM	Continuation of Workshop	
10:00AM –10:15 AM	HEALTH BREAK	
10:15 AM–12:00 NN	Continuation of Workshop	
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 PM – 3:00 PM	Continuation of Workshop	
3:00 PM – 3:30 PM	HEALTH BREAK	
3:30 PM – 5:00 PM	Continuation of Workshop	
6:00 PM	DINNER	

DAY 5		
6:00 AM – 8:00 AM	BREAKFAST	
8:00 AM – 8:15 AM	Checking of Attendance	Legal Unit
8:15 AM – 8:30 AM	Preliminaries	Legal Unit
8:30 AM – 10:00 AM	Finalization of Outputs	
10:00AM– 10:30 AM	HEALTHBREAK	
10:30AM –11:30 AM	Submission of Outputs	
11:30 AM–12:00 NN	Closing Program	Atty. Marianne Dilag
12:00 NN – 1:00 PM	LUNCH	
1:00 PM – onwards	Home Sweet Home	