

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

Office of the Regional Director

October 11, 2024

In compliance with DepEd Order (DO) NO. 8, s. 2013 this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd Officials, personnel/staff, as well as the concerned public (visit depedcalabarzon.ph)

WRITESHOP ON RESOLUTION AND DECISION WRITING

Relative to RM No. 277, s. 2024,¹ this Office announces that the date for the aforementioned activity will be moved from October 14 to 18, 2024 to **December 2 to 6, 2024** at **the venue to be announced later**.

The amended list of participants is hereto attached.

Other provisions in the previous Memorandum are still in effect.

For information and guidance of all concerned.

ORDLU4

¹ Writeshop on Resolution and Decision Writing.



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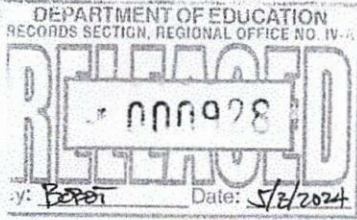
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Annex "A"

**WRITESHOP ON RESOLUTION AND DECISION WRITING
December 2 to 6, 2024**

List of Participants

	Name/s	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. Lapnawan	Legal Officer	Regional Office
5	Omer P. Licyayo	Special Investigator III	Regional Office
6	Daniel Carpina	Attorney III	Cavite Province
7	Alexis Victor G. Balicas	Attorney III	Dasmaringas City
8	Aaron Anthony S. Labordo	Attorney III	Gen. Trias City
9	Mary Grace C. Hinojosa	Attorney III	Laguna
10	Pacifico Jacinto P. Medina, Jr.	Attorney III	Binan City
11	Jerica Clara S. Machado	Attorney III	Cabuyao City
12	Allison Denisse Lescano	Attorney III	Calamba City
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	Sta. Rosa City
16	Karen M. Salimo	Attorney III	Batangas Province
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	Kristtian Ian Dale C. Datinguinoo	Attorney III	Sto. Tomas City
21	Ronalyn A. Erbon	Attorney III	Rizal Province
22	Kelvin P. Matib	Attorney III	Antipolo City
23	Rexcia Maria B. Baldeo	Attorney III	Quezon Province
24	Ana Karmela S. Amante-Vergara	Attorney III	Lucena City
25	Shiela May A. Gubat	ADAS I/Secretariat	Regional Office
*nothing follows**			



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



April 17, 2024

Regional Memorandum
No. 277, s. 2024

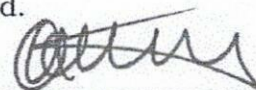
**WRITESHOP ON RESOLUTION
AND DECISION WRITING**

To: **Schools Division Superintendents:**

- 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.
- 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.
- 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 "Writershop 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

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


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ORDLUM

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



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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. Lapnawan ✓	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	Dasmariñas
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
25	Allison Lecano ✓		Calamba City

Secretariat

Shirley May Embort

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 Atty. Jocelyn B. Buclig-Guzman
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	HEALTH BREAK	
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	