



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



13 January 2025

Regional Memorandum
No. 25 s. 2025

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

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

- 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 - SCHOOLS DIVISION OFFICE QUARTERLY LEGAL EXECUTIVE COORDINATION MEETING (ReLEXECOM)," on the following dates:

1st Half	February 12, 2025 – Accomplishment Report for 2024 and other issues and concerns encountered by SDO Legal Officers/Coordinators
2nd Half	November 19, 2025 – RO Reports and other issues and concerns encountered by RO/SDO Legal Unit

- The venue for the 1st and 2nd Half ReLEXECOM will be announced later in a separate communication.
- 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.
- For continuous discussion during the 1st Half Meeting, each SDO is required to prepare a 5-10 minutes power point presentation on the following:
 - Accomplishment Report of the SDO Legal Unit for 2024; and
 - Other issues and concerns encountered by the SDO Legal Unit.
- In this regard, all **Attorney III and Legal Coordinators** in the Schools Division Offices are hereby ordered to attend the meeting. **Personnel of the**





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Certificate No. PHP QMS
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Legal Unit of this Office are likewise ordered to attend. The program of the activity is hereto attached as **Annex A**.

6. 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.
7. For queries and concern, kindly contact Ms. Clemencia Minimo via email at legal.calabarzon@deped.gov.ph.
8. Immediate and wide dissemination of this memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

ANNEX A

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

Time	Agenda	Person in Charge
7:00 AM – 8:30 Am	<ul style="list-style-type: none"> • Arrival of Participants • Breakfast 	RO Legal Unit
8:30 AM – 9:00 AM	<p align="center">Opening Preliminaries</p> <ul style="list-style-type: none"> • Lupang Hinirang • Prayer • CALABARZON March • Recitation of Quality Policy • Roll Call 	RO Legal Unit
9:00 AM – 9:10 AM	Welcome Remarks	Atty. Marianne A.Dilag
9:05 AM – 9:10 AM	Message	Atty. Alberto T. Escobarte, CESO II Regional Director
9:10 AM - 10:10 AM	Report and Discussion of Issues and Concerns encountered by SDO	SDO Concerned
10:10 AM – 10:30 AM	HEALTH BREAK / AM SNACK	
10:30 AM – 12:00 NN	Continuation of Report and Discussion of Issues and Concerns encountered by SDO	SDO Concerned
12:00 NN – 1:00PM	LUNCH BREAK	
1:00 PM – 2:30 PM	Continuation of Report and Discussion of Issues and Concerns encountered by SDO	SDO Concerned
2:30 PM- 3:30 PM	HEALTH BREAK / PM SNACK / OPEN FORUM	
3:30 PM – 3:35 PM	Closing Remarks	Atty.Melford Lapnawan
3:35 PM – onwards	Home Sweet Home	