

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

12 September 2025



Regional Memorandum
No. 2025, S. 685

WRITESHOP ON RESOLUTION AND DECISION WRITING

To: **Schools Division Superintendent:**

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 investigation report.
2. The Legal Unit of this Regional Office is confronted with an increasing number of Formal Investigation Reports and 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 **October 20-24, 2025** and **December 1-5, 2025**. The venue will be announced in a separate advisory.
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. For compliance and information of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

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

WRITESHOP ON RESOLUTION AND DECISION WRITING
October 20-24, 2025

List of Attendees

	Name	Designation	Office
1	Kelvin P. Matib	SAO	Regional Office
2	Emmanuelle Narika Felice C. Villabroza	Legal Officer III	Regional Office
3	Joseph A. Cabanit	Legal Officer III	Regional Office
4	Clemencia Minimo	Legal Assistant	Regional Office
5	Omer P. Licayao	SI-III	Regional Office
6	Daniel V. Carpina	Attorney III	Cavite Province
7	Alexis Victor G. Balicas	Attorney III	Dasmaringas
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	Binang City
11	Jerica Clara S. Machado	Attorney III	Cabuyao
12	Allison Denisse A. 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	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. Datinguinoo	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	Charmaine J. Itable-Calizo	Attorney III	Antipolo City

WRITESHOP ON RESOLUTION AND DECISION WRITING

October 20-24, 2025

PROGRAM MATRIX

Time	Agenda	Person in Charge
Day 1		
7:30 AM - 8:00 AM	Arrival and Registration	Legal Unit
8:30 AM - 9:00 AM	Opening Preliminaries <ul style="list-style-type: none">• Lupang Hinirang• Prayer• Calabarzon March• Recitation of Quality Policy Statement	Legal Unit
9:30 AM - 10:00 AM	<ul style="list-style-type: none">• Inspirational Message	Loida N. Nidea Assistant Regional Director Atty. Alberto T. Escobarte, CESO II Regional Director
10:00 AM - 11:00 AM	Tips on drafting of Resolution/Decision	Atty. Kelvin P. Matib
11:00 AM - 12:00 NN	Proper Discussion of the Mechanics of the Workshop	Atty. Kelvin P. Matib
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 Wrokshop	
6:00 PM	DINNER	
DAY 2		
6:00 AM - 8:00 AM	BREAKFAST	
8:00 AM - 8:30 AM	Checking of Attendance and Preliminaries	Legal Unit
8:30 AM - 9:30 AM	Continuation of Workshop	
9:30 AM - 10:00 AM	HEALTH BREAK	
10:00 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 3		
6:00 AM – 8:00 AM	BREAKFAST	
8:00 AM – 8:30 AM	Checking of Attendance and Preliminaries	Legal Unit
8:30 AM – 9:30 AM	Continutaion of Workshop	
9:30 AM – 10:00 AM	HEALTH BREAK	
10:00 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 4		
6:00 AM – 8:00 AM	BREAKFAST	
8:00 AM – 8:30 AM	Checking of Attendance and Preliminaries	Legal Unit
8:30 AM – 9:30 AM	Continuation of Workshop	
9:30 AM – 10:00 AM	HEALTH BREAK	
10:00 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 – 8:30 AM	Checking of Attendance and Preliminaries	Legal Unit
8:30 AM – 10:00 AM	Finalization of Outputs	
10:00 AM – 11:00 AM	Submission of Outputs	
11:00 AM – 12:00 NN	Closing Program	
12:00 NN – 1:00 PM	LUNCH	
1:00 PM – onwards	Home Sweet Home	