



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



15 April 2026

**Regional Memorandum**  
No. 263 s. 2026

**REGIONAL OFFICE - SCHOOLS DIVISION OFFICE  
REGIONAL 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 - SCHOOLS DIVISION OFFICE LEGAL EXECUTIVE COORDINATION MEETING (ReLEXECOM),”** on **June 11, 2026** at DepEd Region IV-A Bulwagan ng Karangalan, located at Gate 2, Karangalan Village, DepEd Cmpd., Cainta, Rizal.
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 / Legal Officers** of the different Schools Division Offices of DepEd Region IV-A CALABARZON are hereby ordered to attend the meeting. **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 against 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](mailto:legal.calabarzon@deped.gov.ph).
6. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**CARLITO D. ROCAFORT**  
Director IV



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Certificate No. PHP QMS  
22 93 0085

**ANNEX A**

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

| <b>Time</b>         | <b>Agenda</b>   | <b>Person in Charge</b>            |
|---------------------|---|------------------------------------|
| 7:00 AM – 9:00 Am   | <ul style="list-style-type: none"> <li>• Arrival of Participants</li> <li>• Breakfast</li> </ul>  | RO Legal Unit                      |
| 9:00 AM – 9:30 AM   | <p>Opening Preliminaries</p> <ul style="list-style-type: none"> <li>• Lupang Hinirang</li> <li>• Prayer</li> <li>• CALABARZON March</li> <li>• Recitation of Quality Policy</li> <li>• Roll Call</li> </ul> | RO Legal Unit                      |
| 9:30 AM – 9:35 AM   | Welcome Remarks   | Atty. Kelvin P. Matib              |
| 9:35 AM – 9:40 AM   | Message   | CARLITO D. ROCAFORT<br>Director IV |
| 9:40 AM - 10:40 AM  | Discussion of Issues and Concerns   | RO Legal                           |
| 10:40 AM – 10:50 AM | <b>HEALTH BREAK / AM SNACK</b>  |                                    |
| 10:50 AM – 12:00 NN | Continuation of Report and Discussion of Issues and Concerns  | RO Legal                           |
| 12:00 NN – 1:00PM   | <b>LUNCH BREAK</b>  |                                    |
| 1:00 PM – 2:30 PM   | Discussion of Issues and Concerns encountered by SDO  | SDO Concerned                      |
| 2:30 PM- 3:30 PM    | <b>HEALTH BREAK / PM SNACK / OPEN FORUM</b>   |                                    |
| 3:30 PM – 3:35 PM   | Closing Remarks   | Atty. Joseph A. Cabanit            |
| 3:35 PM – onwards   | <b>Home Sweet Home</b>  |                                    |