



Republic of the Philippines
Department of Education

15 JUN 2017

DepEd MEMORANDUM
 No. **108**, s. 2017

**FOURTH BATCH OF THE NATIONAL TRAINING OF LEGAL OFFICERS
 ON BASIC EDUCATION LAWS AND LEGAL PROCESSES**

To: Bureau and Service Directors
 Regional Directors
 Schools Division/City Superintendents
 All Others Concerned

1. The Department of Education (DepEd), through the Office of the Undersecretary for Legal Affairs, will conduct the **Fourth Batch of the National Training of Legal Officers on Basic Education Laws and Legal Processes** from July 3 to 7, 2017 at the Ecotech Center, Lahug, Cebu City.

2. The Training aims to:

- a. train the legal officers especially those who are newly appointed under the Rationalization Program of the Department;
- b. help them acquire/improve their knowledge and application of the following:
 - i. Philippine Basic Education Law;
 - ii. Basic Administrative Laws;
 - iii. DepEd Order No. 49, s. 2006 (Administrative Proceedings of DepEd);
 - iv. DepEd Order No. 35, s. 2004 (Grievance Machinery);
 - v. DepEd Order No. 15, s. 2012 (Alternative Dispute Resolution);
 - vi. DepEd Order No. 88, s. 2010 (Regulation of Private Schools);
 - vii. Child Protection Policy and Anti-Bullying Law;
 - viii. School Sites Titling; and
 - ix. Procurement Laws and Procedure.
- c. improve their skills on the following:
 - i. Investigation and Prosecution;
 - ii. Conciliation and Mediation; and
 - iii. Legal Research and Writing.

3. The target participants are those from **regional, schools division offices and central office (CO)** who are holders of the following items by virtue of an appointment or designation through a Memorandum issued by the appointing authority:

Office	Participant and Designation
Regional Office	Attorney IV, Special Investigator III and Legal Assistant II
Schools Division Office	Attorney III and Legal Assistant I
Central Office	Attorney V, Attorney IV, Attorney III, Attorney II, Special Investigator III, Special Investigator II and Legal Assistant II

4. All participants are expected to be at the venue on **Sunday, July 2, 2017**. Check-in time is at 2:00 p.m. and General Registration starts at 3:00 p.m. The first meal to be served is dinner on the same day. Check-out time will be after breakfast on **Saturday, July 8, 2017**.

5. Travel expenses of regional and schools division participants shall be charged to local funds, while food and accommodation of all participants and travel expenses of CO participants as well as the CO training team and staff, and other incidental expenses shall be charged to Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations.

6. The legal officers of the regional offices (ROs) are directed to confirm the attendance of participants, using the template contained in the enclosure, from their respective ROs and schools division offices to ntlo4secretariat@gmail.com. The Director of the Legal Service will assign the legal officer who shall be the one to confirm the list of the participants from the CO to the secretariat. Each participant is required to bring (a) one laptop; and (b) one flash drive.

7. In preparation for the training, participants are expected to review laws and rules to be discussed in the training as indicated in the afore-mentioned training objectives.

8. Likewise, participants are encouraged to submit in advance their questions, on or before **June 30, 2017**, pertaining to the topics to be discussed during the training. Questions may be sent by email to ntlo4secretariat@gmail.com.

9. For more information, all concerned may contact any of the following:

- **Atty. Jemirose R. Loot**
Executive Assistant IV
Office of the Undersecretary for Legal Affairs (OULA)
Department of Education (DepEd) Central Office
DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 638-8636
- **Atty. Kristel Joy P. Biscayda**
Executive Assistant III, OULA
Telephone No.: (02) 633-7205

10. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated

Reference: DepEd Memorandum No. 39, s. 2016

To be indicated in the Perpetual Index under the following subjects:

OFFICIALS
RULES AND REGULATIONS
TRAINING PROGRAMS

(Enclosure to DepEd Memorandum No. 108, s. 2017)

Participants for the National Training for Legal Officers (Batch IV)

National Capital Region			
	REGION/ DIVISION	NAME	POSITION
1.	NCR	Mohammad Khalid B. Gunting	Legal Assistant II
2.	NCR	Hazel Euness C. Canale-Licyayo	Legal Researcher
	NCR DIVISION OFFICES		
3.	Malabon (M)	Atty. Jesus M. Dela Cruz	Attorney III
4.	Manila (L)	Atty. Warren Marc P. Lloren	Attorney III
5.	Muntinlupa (M)	Atty. Erness Faith J. Regacho	Attorney III
6.	Paranaque (M)	Atty. Hector Hugh L. Ngales	Attorney III
7.	Pasig (M)	Atty. Marilou G. Calingo	Attorney III

REGION I			
	REGION/DIVISION OFFICES	NAME	POSITION
1.	REGION I	Atty. Howard Y. Chan	Attorney IV
	REGION I DIVISION OFFICE		
2.	Pangasinan II (L)	Celeste Nugal	Legal Assistant

REGION II			
	REGION/ DIVISION	NAME	POSITION
1.	REGION II	Philip Ulysees T. Castillo	Legal Assistant II
	REGION II DIVISION OFFICE		
2.	Isabela (L)	Jakob Kevin M. Garcia	Legal Assistant I

REGION III			
	REGION/ DIVISION	NAME	POSITION
1.	REGION III	Roberto G. Macasil, Jr.	Special Investigator III
	REGION III DIVISION OFFICES		
2.	Aurora (M)	Atty. Glory Pearl Amwao	Attorney III
3.	Bulacan (L)	Atty. Anne Rose de Guia	Attorney III
4.		Lorena Bodoso	Legal Assistant I
5.	Nueva Ecija (L)	Atty. Marilou Buenaventura	Attorney III

REGION IV-A CALABARZON			
	REGION/ DIVISION	NAME	POSITION
1.	REGION IV-A		
2.		Marilou Lemon	Legal Assistant II
	REGION IV-A DIVISION OFFICES		
3.	Batangas (L)	Philly Joyce Adarlo	Clerk/Legal Assistant I
4.	Rizal (L)	Atty. Hermes Dichosa	Attorney III
5.	Calamba City (M)	Atty. Jonas Anton	Attorney III
6.	Sta. Rosa City (M)	Atty. Joyce Ann Osana Cagampan	Attorney III

REGION IV-B MIMAROPA			
	REGION/ DIVISION	NAME	POSITION
1.	REGION IV-B	Atty. Suzette T. Gannaban -Medina	Administrative Officer/ Current Attorney IV
2.	REGION IV-B	Atty. Karen M. Baciles	Special Investigator III
	REGION IV-B DIVISION OFFICE		
3.	Puerto Princesa City (M)	Atty. Wilfredo Tagle	Legal Officer/ Job Order

REGION V			
	REGION/ DIVISION	NAME	POSITION
	REGION V DIVISION OFFICE		
1.	Camarines Sur (VL)	Maria Divina H. Calleja	Legal Assistant

REGION VI			
	REGION/ DIVISION	NAME	POSITION
	REGION VI DIVISION OFFICE		
1.	Aklan (M)	Atty. Ma. Jade B. Villanueva	Attorney III

NEGROS ISLAND REGION			
	REGION/ DIVISION	NAME	POSITION
	NIR DIVISION OFFICES		
1.	Negros Occidental (L)	Atty. Glenn Mortel	Attorney III
2.		Ronald Villanueva, Jr.	Legal Assistant

3.	Negros Oriental (L)	Atty. Tara Angelique Real	Attorney II
4.	Sagay City (M)	Atty. Barbara Anne Tolentino	Attorney III
REGION VII			
	REGION/ DIVISION	NAME	POSITION
1.	REGION VII	Atty. Joel M. Seno	Attorney IV
	REGION VII DIVISION OFFICES		
2.	Cebu (VL)	Atty. Orville T. Dela Cerna	Attorney III
3.	Danao City (M)	Atty. Cirille Anne L. Dumlal	Attorney III
4.	Talisay City (M)	Atty. Maila Omolon-Cutad	Attorney III

REGION VIII			
	REGION/ DIVISION	NAME	POSITION
	REGION VIII DIVISION OFFICES		
1.	Biliran (M)	Atty. Maria Socorro Pancipanci	Attorney III
2.	Eastern Samar (M)	Atty. Fernando Tanglao, Jr.	Attorney III
3.	Catbalogan City (M)	Atty. Rhea Mardoquio	Attorney III
4.	Ormoc City (M)	Atty. Harriett Sultan	Attorney III

REGION IX			
	REGION/ DIVISION	NAME	POSITION
	REGION IX DIVISION OFFICES		
1.	Zamboanga del Norte (L)	Atty. Geralyn T. Romarate	Attorney III
2.		Shelamae E. Dayapdapan	Legal Assistant I
3.	Zamboanga del Sur (L)	Atty. Jhomel M. Armechin, CPA	Attorney III
4.	Dipolog City (M)	Atty. Vanessa Marie C. Vallecer-Patcho	Attorney III

REGION X			
	REGION/ DIVISION	NAME	POSITION
	REGION X DIVISION OFFICES		
1.	Lanao del Norte (M)	Atty. Pepito Generoso Cadavos	Attorney III
2.	Ozamis City (M)	Atty. Ric Vincent Dumaog	Attorney III (Temporary Appointment)

REGION XI			
	REGION/ DIVISION	NAME	POSITION
1.	REGION XI	Joan C. Junia	Legal Assistant II
	REGION XI Division Offices		
2.	Panabo City (M)	Atty. Guineverre Etulle-Tenaja	Attorney III

REGION XII			
	REGION/ DIVISION	NAME	POSITION
	REGION XII DIVISION OFFICES		
1.	Cotabato (L)	Kenny Marie Recona	Legal Assistant I
2.	Saranggani (M)	Atty. Veromic Navida	Attorney III
3.	Sultan Kudarat (M)	Atty. Jennifer Kristine B. Yanto	Attorney III

REGION XIII (CARAGA)			
	REGION/ DIVISION	NAME	POSITION
	CARAGA Division Offices		
1.	Bislig City (M)	Atty. Leonardo A. Rivera, Jr.	Attorney III (Temporary)
2.	Butuan City (M)	Atty. Pearl Joy M. Salas	Attorney III

CORDILLERA ADMINISTRATIVE REGION (CAR)			
	REGION/ DIVISION	NAME	POSITION
	CAR DIVISION OFFICES		
1.	Apayao (M)	Atty. Jane B. Lorecha	Attorney III
2.	Tabuk City (M)	Atty. Michelle B. Gayagay	Attorney III

CENTRAL OFFICE			
	REGION/ DIVISION	NAME	POSITION
	DEPED CENTRAL OFFICE		
1.	Legal Division	Atty. Edhona C. Tantuan	Attorney II
2.	Legal Division	Atty. Jan G. Mangubat	Attorney II
3.	Investigation Division	Atty. Josa Mary M. Nombres	Attorney II
4.	Investigation Division	Hannah Mae S. Tangunan	Legal Assistant II