



Office of the Secretary

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DEP-ED MEMORANDUM
NO. 444, S. 2003

NOV 14 2003

**NATIONAL SEMINAR ON LEGAL MANAGEMENT
AND DEP-ED RULES OF PROCEDURE**

TO: USEC. & ASEC. FOR LEGAL AFFAIRS
REGIONAL DIRECTORS
REGIONAL ADMINISTRATIVE OFFICERS
REGIONAL LEGAL OFFICERS
NCR SCHOOLS DIVISION SUPERINTENDENTS, SUPERVISORS &
MEMBERS OF THE DIVISION INVESTIGATING COMMITTEE

1. The **Legal Officers Association of the Department of Education (LOADED)**, in coordination with the Office of the Undersecretary and Assistant Secretary for Legal Affairs, will conduct a National Seminar on **LEGAL MANAGEMENT AND THE DEP-ED RULES OF PROCEDURE** on December 8-10, 2003 at NCR-Regional Educational Learning Center (NCR-RELC), Marikina City.
2. This training seminar aims to achieve the following objectives:
 - a. To equip the participants with basic knowledge on how to conduct *Administrative Hearings*.
 - b. To familiarize the participants with the basic *Rules on Evidence* and the appreciation of the same.
 - c. To educate the participants on the art of drafting administrative *Decisions, Orders, Resolutions, Letters and Indorsements*.
 - d. To acquaint the participants with the proposed changes in the *Dep-Ed Rules of Procedure*.
 - e. To accustom the participants with the use of the standard *Legal Forms*.
3. Participants to this Seminar are *Central Office Legal Officers and employees performing legal functions, Regional Administrative Officers, Regional Legal Officers or employees performing legal functions, NCR-Schools Division Superintendents, Supervisors, Division Administrative Officers and Representative of Teachers Organization conducting formal*

investigation in accordance with R.A. 4670. Each Regional Office as well as NCR-Division Offices is advised to send four (4) participants.

4. A Registration Fee of Two Thousand Seven Hundred (Php 2,700.00) Pesos shall be charged each participant to cover expenses the 3-day board and lodging, materials, bags, honoraria/incentives of Resource Speaker/Facilitator chargeable against local funds.
5. Participants are expected to be at the venue on the afternoon of December 7, 2003 for registration/billeting. However, those who desire to register prior to the seminar or for further inquiries, please contact Mrs. Bennette G. Polo, Legal Officer II, Dep-Ed, National Capital Region, Misamis St., Bago Bantay, Quezon City, at telephone no. 929-38-91 or thru Mobile No. (0920) 517-2252.
6. Enclosed is a confirmation sheet to be accomplished in order to determine the number of participants and the same to be submitted to the Dep- Ed, National Capital Region, Legal Unit, not later than November 20, 2003 at Telefax No. 929-38-91.
7. Immediate and wide dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS
Secretary

Encl.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

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

CONVENTIONS
 OFFICIALS
 SEMINARS
 WORKSHOPS

**THREE-DAY NATIONAL SEMINAR ON DEPARTMENT OF EDUCATION
LEGAL MANAGEMENT AND RULES OF PROCEDURE**

CONFIRMATION SHEET

This is to confirm my attendance to the National Seminar on Dep-Ed Legal Management and Rules of Procedure on December 8-10, 2003.

NAME: _____ SEX: _____ AGE: _____
Surname First Name Middle Name

NICKNAME: _____ CIVIL STATUS: _____

HOME ADDRESS: _____
Tel. No. _____

OFFICE/SCHOOL ADDRESS: _____
Tel. No. _____

PRESENT POSITION: _____

NATURE OF APPOINTMENT: (Please Check)

_____ Permanent _____ Temporary _____ Contractual _____ Casual

PARTICIPANT

REG. DIRECTOR / DIV. SUPERINTENDENT