



Republic of the Philippines  
**Department of Education**

28 DEC 2015

DepEd MEMORANDUM  
No. **150**, s. 2015

**AMENDMENT TO DEPED MEMORANDUM NO. 134, S. 2015**

(National Training of Legal Officers on Basic Education Laws and Legal Processes)

To: Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. In view of the Rationalization Program of the Department of Education (DepEd), there is a need to train the legal officers in the central and different field offices of the Department considering that a number of these legal officers are newly appointed.
2. Pursuant to DepEd Memorandum, No. 134, s. 2015, the Office of the Undersecretary for Legal and Legislative Affairs will conduct the second batch of the **National Training of Legal Officers on Basic Education Laws and Legal Processes** from January 11 to 16, 2016 at the Girl Scouts of the Philippines (GSP), Tagaytay City.
3. Due to the increase in the number of participants, there is a need to divide the second batch into two groups. The revised composition of Batches 2 and 3 is as follows:

<b>Batch</b>	<b>Region</b>
2	III, V, Cordillera Administrative Region (CAR), XII and XIII
3	I, II, IV-A (CALABARZON), IV-B (MIMAROPA) National Capital Region (NCR), Central Office

4. The new schedule and venue for the training of the second batch of the **National Training of Legal Officers on Basic Education Laws and Legal Processes** is from **January 18 to 22, 2016** at the **Ecotech Center, Lahug, Cebu City**.
5. The training for the third batch will be in March, 2016, details of which will be announced in a separate DepEd Memorandum to the regional directors, schools division superintendents and Legal Service director.
6. The target participants for the second batch are holders of the following items by virtue of an appointment or designation through a Memorandum issued by the appointing authority:

<b>Office</b>	<b>Region</b>
Regional Office	Attorney IV, Special Investigator III, Legal Assistant II
Division Office	Attorney III, Legal Assistant I

7. The Training aims to:
  - a. help the participants acquire/improve their knowledge and application of the following:
    - i. Philippine education law and jurisprudence; significant international/foreign education law, jurisprudence, updates/trends;
    - ii. Basic administrative laws and rules including rules of conduct/ethics for government employees and lawyers;
    - 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 (ADR);
    - vi. DepEd Order No. 88, s. 2010 (Regulation of Private Schools);
    - vii. DepEd Order No. 40, s. 2012 (Child Protection Policy and Anti-Bullying Law);
    - viii. School Sites Titling;
    - ix. Procurement Laws and Procedure; and
    - x. Office and Case management.
  - b. improve the participants' skills on the following:
    - i. Investigation and prosecution;
    - ii. Conciliation and mediation; and
    - iii. Legal research and writing.
  - c. help the participants to exhibit awareness of and abide by rules of ethics/conduct for government employees and lawyers.
8. All participants are expected to be at the venue on Sunday, **January 17, 2016**. The first meal to be served is dinner. Check-out time will be after breakfast on Saturday, **January 23, 2016**.
9. Travel expenses of regional and division participants shall be charged to local funds/Maintenance and Other Operating Expenses (MOOE) while food and accommodation of all participants and travel expenses of CO Training Team and staff and other incidental expenses shall be charged to OSEC Funds subject to the usual accounting and auditing rules and regulations.
10. The Legal Officers of the Regional Offices are directed to submit the list of participants from their respective regional offices and division offices under them to [ntlosecretariat@gmail.com](mailto:ntlosecretariat@gmail.com). Each participant is required to bring the following:
  - a. one laptop; and
  - b. one flash drive.
11. In preparation for the training, participants are expected to review laws and rules to be discussed in the training as indicated in the aforementioned training objectives. In view of proposed efforts to enhance DepEd Order No. 49, s. 2006 entitled *Revised Rules of Procedure of the Department of Education in Administrative Cases*, the CO Training Team will also communicate with the Regional and Division Offices to solicit observations/feedback regarding DepEd Order No. 49, s. 2006 prior to the conduct of the training. Said input will be used during the seminar.

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

- **Atty. Jemirose R. Loot**

Office of the Undersecretary for Legal and Legislative Affairs  
Department of Education (DepEd) Central Office  
DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: (02) 638-8636

- **Ms. Natividad P. Danao**

Secretariat  
Office of the Undersecretary for Legal and Legislative Affairs  
Department of Education (DepEd) Central Office  
DepEd Complex, Meralco Avenue, Pasig City  
Telephone Nos.: (02) 633-7205; (02) 706-4571

13. Immediate dissemination of this Memorandum is desired.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

*AM*

Encl.:

As stated

References:

DepEd Order Nos.: (40 and 15, s. 2012; 88, s. 2010; 49, s. 2006  
and 35, s. 2004)

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

CHANGE  
OFFICIALS  
POLICY  
RULES AND REGULATIONS  
TRAININGS

(Enclosure to DepEd Memorandum No. 160, s. 2015)

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

**2nd BATCH: January 18-22, 2016**

**Regions III, V, CAR, XII, and XIII**

**Ecotech, Lahug, Cebu City**

**DAY 0: Sunday, January 17**

**3:00-6:00 pm** Arrival and Registration of Participants

**6:00 pm** **DINNER**

**DAY 1: Monday, January 18**

**Opening Program**

**8:00** A. Pambansang Awit

B. Prayer

C. Welcome Remarks – **Juliet A. Jeruta**, OIC-RD, DepEd Region VII

Introduction of the Participants

D. Message – **Atty. Alberto T. Muyot**

**9:15** E. Intermission

**10:00** **BREAK**

**10:15** F. House Rules and Leveling of Expectations

Socials

**12:00** **LUNCH**

**1:15** Energizer

**1:30** Overview of the Department/Orientation on DepEd's Organizational Structure  
in view of the Rationalization Plan

**2:30** Laws on Basic Education

**4:00** **BREAK**

**4:15** Basics of Administrative Law

**5:45** Open Forum

**6:30** **DINNER**

**DAY 2: Tuesday, January 19**

**7:45** **RECAP**

**8:00** DepEd Order No. 49, s. 2006 (Administrative Procedure) with Open Forum

**10:15** **BREAK**

**10:30** DepEd Order No. 35, s. 2004 (Grievance Machinery) with Open Forum

**12:00** **LUNCH**

**1:15** Energizer

**1:30** DepEd Order No. 15, s. 2012 (Alternative Dispute Resolution) with Open Forum

**3:30** **BREAK**

**3:45** Civil Service Law, RRACS and Investigation Strategies and Techniques in the  
Conduct of Investigation in Administrative Proceedings (Disciplinary and Non-  
Disciplinary Cases)

**5:45** Open Forum

**6:30** **DINNER**

### **DAY 3: Wednesday, January 20**

- 7:45 RECAP**
- 8:00** Workshop (Applying Day 2 modules)
- 10:00 BREAK**
- 10:15** Child Protection and Anti-Bullying Laws  
DepEd Order No. 40, s. 2012 (Child Protection Policy) with Open Forum
- 12:00 LUNCH BREAK**
- 1:30** Graft and Corruption Law; Code of Ethics
- 3:30 BREAK**
- 3:45** Procurement Laws and Procedures
- 5:45** Open Forum
- 6:30 DINNER**

### **DAY 4, Thursday, January 21**

- 7:45 RECAP**
- 8:00** Workshop (Applying Day 3 modules)
- 10:00 BREAK**
- 10:15** School Sites Titling with Open Forum
- 12:00 LUNCH BREAK**
- 1:15** Energizer
- 1:30** DepEd Order 88, s. 2010 (Regulation of Private Schools) with Open Forum
- 3:30 BREAK**
- 3:45** Legal Research and Legal Writing
- 5:30** Legal Writing
- 6:30 DINNER**

### **DAY 5, Friday, January 22**

- 7:45 RECAP**
- 8:00** Workshop on Legal Writing
- 9:30 BREAK**
- 9:45** Proposed Amendments to DepEd Order 49, s. 2006
- 11:15** Office and Case Management
- 12:15 LUNCH**
- 1:30** Reporting on Case Management
- 2:30** Evaluation of the Workshop
- 3:00 CLOSING CEREMONY**  
Closing Remarks – **Atty. Josephine G. Maribojoc**  
Director IV, Legal Service

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**Opening Program**

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          B. Prayer  
          C. Welcome Remarks – **Juliet A. Jeruta**, OIC-RD, DepEd Region VII  
          Introduction of the Participants  
          D. Message – **Atty. Alberto T. Muyot**  
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**10:00** **BREAK**  
**10:15** F. House Rules and Leveling of Expectations  
          Socials  
**12:00** **LUNCH**  
**1:15**    Energizer  
**1:30**    Overview of the Department/Orientation on DepEd's Organizational Structure  
          in view of the Rationalization Plan  
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**4:00**    **BREAK**  
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