



Republic of the Philippines  
**Department of Education**

14 MAR 2016

DepEd MEMORANDUM  
No. **39**, s. 2016

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

To: Bureau and Service Directors  
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. The Central Office (CO) conducted the first and second batches of the National Training for Legal Officers on Basic Education Laws and Legal Processes from December 7 to 12, 2015 at RELC, Davao City, and from January 18 to 22, 2016 at Ecotech Center, Lahug, Cebu City, respectively.
3. Pursuant to DepEd Memorandum No. 160, s. 2015, the Office of the Undersecretary for Legal and Legislative Affairs shall conduct the third batch of training in March 2016. However, in view of the Office Order issued by the Secretary dated January 29, 2016, ordering the *Travel Ban for BAC Members and Secretariat in the Central Office*, the said training has been moved to April 2016.
4. Thus, the schedule and venue for the training of the third batch of the **National Training for Legal Officers on Basic Education Laws and Legal Processes** is from **April 4 to 8, 2016** at **Ecotech Center, Lahug, Cebu City**.
5. The target participants for the third batch are from **DepEd Regions I, II, IV-A, IV-B, NCR and Central Office** who are holders of the following items by virtue of an appointment or designation through a Memorandum issued by the appointing authority:

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

6. The Training aims to:
  - a. help the participants acquire/improve their knowledge and application of the following:
    - i. Philippine basic education law;
    - 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 (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;
- 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 exhibit awareness and abide by rules of ethics/conduct for government employees and lawyers.

7. All participants are expected to be at the venue on Sunday, **April 3, 2016**. 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. Check-out time will be after breakfast on Saturday, **April 9, 2016**.

8. Travel expenses of participants from regional offices (ROs) and schools division offices (SDOs) shall be charged to local funds, while food and accommodation of all participants and travel expenses of CO participants, training team and staff, and other incidental expenses shall be charged to OSEC Funds subject to the usual accounting and auditing rules and regulations.

9. The Legal Officers of the Regional Offices are directed to submit the list of participants from their respective ROs and SDOs under them to [ntlosecretariat@gmail.com](mailto:ntlosecretariat@gmail.com). For the participants in the CO, the Director of the Legal Service will assign the legal officer who will be the one to submit the list of the participants from the CO to the secretariat. Each participant is required to bring the following:

- a. one laptop; and
- b. one flash drive.

10. 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 communicate with the ROs and SDOs 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.

11. Participants are encouraged to submit in advance their questions, on or before **March 25, 2016**, pertaining to the topics to be discussed during the training. Questions may be sent by email to [ntlosecretariat@gmail.com](mailto:ntlosecretariat@gmail.com).

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

References:

DepEd Order Nos.: (40 and 15, s. 2012; 88, s. 2010; 49, s. 2006; and 35, s. 2004)  
DepEd Memorandum Nos. 160 and 134, s. 2015

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

OFFICIALS  
POLICY  
RULES AND REGULATIONS  
STRAND: Legal and Legislative Affairs  
TRAININGS

Lem: DM Third Batch National Training for Legal Officers on Basic Education Laws  
0190-March 8/9, 2016