



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR
RELEASED
By: _____ Date: MAR 2020

DNCR-F-ORD-033/R0/01112019

REGIONAL MEMORANDUM

No. NCR- 135, s. 2020

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **MALCOLM S. GARMA**
Director IV

SUBJECT : **SUBMISSION OF RECOMMENDED PARTICIPANTS FOR THE
CONSULTATION AND WORKSHOP FOR ADVOCACY ON
COMPLAINT PREVENTION**

DATE : **March 2, 2020**

A Consultation and Workshop for Advocacy on Complaint Prevention shall be held on March 25-27, 2020.

In this regard, all Schools Division Offices must submit, via email to legalunitncr@gmail.com and indicate as Subject: "Recommended Participants for Consultation and Review of Legal Processes and Workshop", **on or before March 11, 2020**, their respective new list with five (5) recommended participants composed of **1 representative from the Division Legal Unit, 1 Administrative Services Unit/ Personnel Office Representative, 1 ACT-NCR Union Representative, 1 NEU Representative, and 1 Principal Association Representative.**

The final list of participants and venue of the aforesaid activity shall be issued through a memorandum/advisory after procurement has been completed.

The training cost of participants shall be shouldered by the Regional Office. However, travel and other incidental expenses of participants shall be charged to local funds, subject to usual accounting and auditing rules.

For further queries, you may contact 926-22-13 loc. 817 and look for Mrs. Marilen G. Reyes and/or Ms. Maria Hannah D. Perez.



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