



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



May 15, 2025

REGIONAL MEMORANDUM

No. 335.2025

**MID-YEAR INTERFACE OF RO LEGAL UNIT PERSONNEL WITH SDO
COUNTERPARTS (LEGAL SERVICES) AND CONVERGENCE WITH
SOME KEY PERSONNEL FROM RO AND ALL SDOs**

To: Schools Division Superintendents
Division Legal Officers
Division Technical Assistants
Learners Rights Protection Office Focal
Education Support Services Division
Legal Unit
Information and Technology Unit (ICTU)

1. To continuously ensure the effective and efficient provision of Legal Services to all women and men stakeholders, female and male learners in the region, the Office of the Regional Director through the Legal Unit in coordination with the Schools Division Office of Apayao, will be conducting a Mid-Year Interface with SDO Counterparts and some key personnel from the Regional Office and all the SDOs;
2. Women and men representatives from all the eight (8) Schools Divisions, and Regional Office Legal Unit personnel will participate in this activity on **June 25-27, 2025** at a venue to be announced later;
3. The objectives of the activity are:
 - a. To plan for the upgrading of LSIS 3.0 on administrative case management module and school sites module;
 - b. To review RM No. RM 173 s, 2025 titled Gender Responsive and Non-discriminatory Student Discipline Manual (GRaNdSDisM) for possible policy amendment;
 - c. Other Legal Services;
4. All women and men participants from the Division Offices should confirm their attendance in the activity by accomplishing the attached confirmation of attendance form and sending it through e-mail at car.legalunit@deped.gov.ph on or before May 31, 2025;

Office/Section/Unit/Division (Face-to-face)	Number of Participants		
	Female	Male	Total
Division Office			
Attorney III			8
Technical Assistant IV/TA II			8
LRPO Focal			8
Driver/TA II			8
Regional Office			8
Atty. Vanessa B. Flora	1		
Atty. Edward C. Magalalit Jr.		1	1
Janelle S. Dogao	1		1
Legal Assistant			1
Ton Gabino		1	1
Technical Assistant II			1
Dalton Teliao (LRPO RO Representative)		1	1
Jumar Yago-an		1	1
Clinton Bugtong		1	1
Driver (van)		1	1
Total		1	1
			42

6. The arrival of participants at the venue shall be on June 25, 2025. The first meal of the participants will be dinner on the same day, and the last meal will be PM snack on June 27, 2025. Check-in shall be 2:00pm on June 25, 2025 and check-out shall be 12:00nn on June 27, 2024.
7. Meals and accommodation expenses shall be charged to the Regional Office fund which will be downloaded to the Schools Division Office of Apayao. Meanwhile, travel expenses and other expenses incidental thereto shall be charged to local funds subject to usual accounting and auditing rules and regulations.
8. This shall serve as Authority to Travel for the above-mentioned or identified Regional Office participants.
9. For information and guidance.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

FOR THE REGIONAL DIRECTOR:


RONALD B. CASTILLO CESO V
Director III/Assistant Regional Director

Encl: (1) Budgetary Requirements, (2) Confirmation of Attendance Form
Enclosure 1 to RM ORD-2025 335.2025

**MID-YEAR INTERFACE WITH SDO COUNTERPARTS (LEGAL SERVICES)
AND CONVERGENCE WITH SOME KEY PERSONNEL FROM ALL SDOs**

BUDGETARY REQUIREMENTS

<i>June 25</i>	No. Of Pax	ABC
Dinner	42	Php160,000.00
Accommodation	42	
<i>June 26</i>		
Breakfast	42	
AM Snack	42	
Lunch	42	
PM Snack	42	
Dinner	42	
Accommodation	42	
<i>June 27</i>		
Breakfast	42	
AM Snack	42	
Lunch	42	
PM Snack	42	

Enclosure 2 to RM ORD-2025 335.2025

**MID-YEAR INTERFACE WITH SDO COUNTERPARTS (LEGAL SERVICES)
AND CONVERGENCE WITH SOME KEY PERSONNEL FROM ALL SDOs
June 25-27, 2025**

Confirmation of Attendance

Name	Position/Designation

Approved by:

Schools Division Superintendent
Schools Division of _____