



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

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November 9, 2022

REGION MEMORANDUM  
ORD No. 27, s. 2022

**4th QUARTER MEETING AND CAPACITY BUILDING OF REGIONAL LEGAL OFFICERS AND PERSONNEL**

To: Regional Legal Unit  
Schools Division Superintendents

1. To ensure that DepEd SOCCSKSARGEN is continuously provided with judicious legal and technical assistance in the performance of its duties, responsibilities and accountability towards the attainment of effective and efficient delivery of public service and quality basic education, the Legal Officers and Personnel will hold its 4th quarterly meeting and capacity building on **December 15-16, 2022** with the venue to be announced thru a separate memorandum.
2. The meeting shall have the following agenda:
  - a. Updates
  - b. DM-LA-2022-0295 – CO memo directing for regular monitoring and close coordination among concerned offices relative to administrative complaints and cases and submission of weekly reports to the CO on administrative complaints and cases
  - c. Template of database for the efficient monitoring and submission of the weekly reports
  - d. Year-end status reporting on targets and accomplishments
  - e. Guidelines in school sites titling
  - f. Issues and concerns
3. Expected participants to the activity are the regional lawyers and personnel, the division lawyers and personnel, invited speakers and facilitators. Enclosed is the Indicative Schedule of activities.
4. This face-to-face activity shall adhere to the minimum health protocols set-forth by the Inter-Agency Task Force/Regional Inter-Agency Task Force, hence all participants and attendees are strictly enjoined to observe the health and safety protocols and physical distancing during the entire conduct of the activity.
5. Participants are advised to review in advance the following issuances and any other related rules, orders and laws pertaining to school sites titling:
  - a. DECS Order No. 57, s. 1995 – School Site Acquisition and Documentation for All Public Elementary and Secondary Schools
  - b. DepEd OM-OSEC-2018-007 – Guidelines on the Acquisition of New School Site
  - c. DepEd OM-OSEC-2017-023- Guidelines on the Acquisition of New School Sites
6. Board and lodging of the participants and speakers shall be borne from the regional MOOE funds while the travel and other incidental expenses shall be borne from the local funds of the participants, subject to the usual accounting and auditing rules



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal  
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and regulation. First meal to be served is **lunch** on Day 1 and last meal to be served is **morning snacks** on Day 2.

7. For the information, guidance, and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

*Encl: As stated*

*Reference: None*

*Allotment: MOOE*

*To be indicated in the Perpetual Index under the subject*

*LEGAL                      MEETING*

*MBDB/ORD-LU/RM/ 4th QUARTERLY MEETING AND CAPACITY BUILDING OF REGIONAL LEGAL OFFICERS AND PERSONNEL/010/November 09, 2022*



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Enclosure 1 to Region Memorandum ORD-LU No. 27, s. 2022

**Indicative Schedule**

<b>Day 1</b>	<b>December 5, 2022</b>
<b>Time</b>	<b>Activity</b>
10:00 AM – 12:00 PM	Registration and Billeting
12:00 PM – 1:00 PM	Lunch
1:00 PM - 1:30 PM	Opening Program
1:30 PM – 3:00 PM	Lecture 1: <b>Guidelines on the Issuance of Special Patents</b> by: Atty. Salvador S. Rodel
3:00 PM -3:15 AM	Break
3::15 PM – 3:30 PM	Energizer/Management of Learning
3:30 PM – 5:00 PM	Lecture 2: <b>Guidelines on the Titling of School Sites</b> by: Atty. Irelan B. Ditchon
5:00 PM – 6:00 PM	Open Forum
7:00 PM – 8:00 PM	Dinner
<b>Day 2</b>	<b>December 16, 2022</b>
6:30 AM -8:00 AM	Breakfast
8:00 AM -10:00 AM	Meeting Proper
10:00 AM -10:30 AM	Closing Program



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