



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

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March 7, 2023

REGION MEMORANDUM  
ORD-2023-009

**1<sup>st</sup> QUARTERLY MEETING AND CAPACITY BUILDING OF REGIONAL LEGAL OFFICERS AND PERSONNEL**

To: Regional Legal Unit  
Schools Division Superintendents  
Division Legal Officers and Personnel

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 **1<sup>st</sup> Quarterly Meeting and Capacity Building on March 23-24, 2023** at The Farm @ Carpenter Hill, Koronadal City, South Cotabato.
2. The agenda of the meeting are as follows:
  - a. Crafting of Standardized Student Handbook;
  - b. Meeting proper
    - i. Updates gathered from the Conduct of Consultative Meeting with DepEd Executive Committee
    - ii. Validation of School Sites for Survey and Titling in FY 2023 and Monitoring of Survey and Titling of School Sites in FY 2019-2021;
    - iii. Surveying, Titling of School Sites, and Registration of Special Patents in the Registry of Deeds;
    - iv. Other issues and concerns
3. Expected participants are the regional lawyers and personnel, the division lawyers and personnel, and the invited speakers and facilitators. Enclosed is the Indicative Schedule of activities for guidance.
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. Board and lodging of the participants and speakers shall be borne from DepEd South Cotabato Division 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 and regulation. First meal to be served is **lunch** on Day 1 and last meal to be served is **morning snacks** on Day 2.



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal  
**Telefax No.:** (083) 2288825/ (083) 2281893  
**Website:** depedoxii.org  
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6. For the information, guidance and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

*Encl: As stated*

*Reference: ORD-LU OM*

*Allotment: None*

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

*KJMN/ORD-LU/RM/ 1<sup>st</sup> QUARTERLY MEETING AND CAPACITY BUILDING OF REGIONAL LEGAL OFFICERS AND PERSONNEL/006/ March 7, 2023*



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*Enclosure to the Region Memorandum ORD-2023-009*

**Indicative Schedule**

<b>Day 1</b>	<b>March 23, 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	Crafting of Standardized Student Handbook by: Atty. Glemarie S. Damalerio
3:00 PM -3:15 AM	Break
3::15 PM – 3:30 PM	Energizer
3:30 PM – 5:00 PM	Continuation of Presentation
5:00 PM – 6:00 PM	Open Forum
7:00 PM – 8:00 PM	Dinner
<b>Day 2</b>	<b>March 24, 2023</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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