

January 22, 2019

**REGIONAL MEMORANDUM**

029.2019

DEPED-CAR


**National Training of Trainers on the Use of the Legal Affairs  
 Complaint and Case Management System (NTOT-LACCMS)**

To: Schools Division Superintendents  
 Divisions of Kalinga, Tabuk City and Apayao  
 Chief Administrative Officer, Administrative Division  
 Division Legal Officers  
 ORD Unit Heads  
 All Others Concerned

1. The Office of the Assistant Secretary for Legal Affairs, in coordination with the Information and Communications Technology Service, will conduct the **National Training of Trainers on the Use of the Legal Affairs Complaint and Case Management System (NTOT-LACCMS)** on January 27 to 30, 2019 at Makati Palace Hotel, 5011 P. Burgos corner Caceres Street, Makati City, Metro Manila.
2. The NTOT-LACCMS aims to teach the participants on the use of the functions and features of the developed system. The participants shall constitute the pool of trainers for the eventual cascading of the training in the regions.
3. Accordingly, the participants for DepEd CAR are:

Name	
1. Atty. Carlo Oscar P. Boacon	Attorney III, SDO Kalinga
2. Atty. Michelle Gayagay	Attorney III, SDO Tabuk City
3. Atty. Jane B. Lorecha	Attorney III, SDO Apayao
4. Janelle S. Dogao	Special Investigator III
5. Dalton S. Teliao	Legal Assistant II
6. Mercy Rose S. Pangesfan	Administrative Assistant I
7. Jumar B. Yago-an	Information Technology Officer I
8. Vandolph B. Flora	Computer Programmer II
9. Manilyn D. Botilas	Administrative Assistant III
10. Belin A. Carbonel	Administrative Aide VI

4. A DepEd Memorandum will be issued for complete information regarding the matter.
5. For further inquiries and information, please contact Ms. Jeremay M. Cervancia through this email or at [jeremay.cervancia@deped.gov.ph](mailto:jeremay.cervancia@deped.gov.ph) or call (02) 636-6544 or (639) 982796142.
6. For information and immediate dissemination.

  
**MAY B. ECLAR, Ph.D., CESO V**  
 Regional Director

Tracking Number.  
1598-368-75