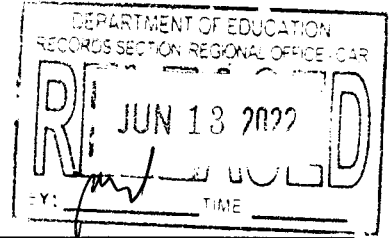




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



June 08, 2022

**REGIONAL MEMORANDUM**

No. \_ 278 - 2022

**SECOND QUARTER INTERFACE WITH SDO COUNTERPART AND  
CONVERGENCE WITH STAKEHOLDERS OF HOST SDO  
(LEGAL SERVICES)**

To: Schools Division Superintendents  
Division Legal Officers  
Division Child Protection Specialists/Coordinators/Focal  
Division CPU  
Regional CPU  
Regional Legal Unit  
Others concerned

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 of Benguet Legal Unit will be conducting the Second Quarter Interface with SDO Counterpart and Convergence with Stakeholders, particularly on School Sites Titling, and Child Protection Policy implementation, and other Legal Services.

2. Women and men representatives from all the eight (8) Schools Divisions, and the Regional CREDe and CPU are to participate in a two-day activity through a limited face-to-face set-up on **June 29-July 01, 2022** in Benguet. An advisory will be released for the specific venue of the activity. The flow of the program of the activity is provided in Enclosure 01.

3. The objectives of the activity are:

- a. to provide updates on the issues and concerns on School Sites Titling as of June 2022 particularly the utilization of downloaded school site funds;
- b. to provide updates and developments on the plans and programs for Child Protection Unit and the Child Rights in Education Desk in the Department of Education among SDOs, and orient school heads/guidance designate to accomplish reports in the Legal Services Information System (LSIS) via zoom;
- c. to conduct convergence meeting with stakeholders and DENR regarding issues and concerns on school sites titling, and visitation of school/s within Benguet.

4. The expected participants to the interface are as follows:





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Office/Section/Unit/Division (Face-to-face)	Number of Participants		
	Female	Male	Total
<b>Division Office</b>			
Attorney III Division CPC Coordinator/Focal or SDO CPU representatives			8 8
<b>Regional Office</b>			
Atty. Vanessa B. Flora	1		1
Atty. Edward C. Magalgalit Jr.		1	1
Janelle S. Dogao	1		1
Dalton S. Teliao		1	1
Vandolph B. Flora		1	1
Jumar Yago-an		1	1
Mayclaire Jimenez	1		1
Driver (van)-Oliver Balageo		1	1
Zoom/VTC pax-identified Schools Heads/Guidance Designate c/o by the SDOs			
<b>Total</b>			<b>24</b>

5. All women and men participants from the Division Offices should confirm their attendance in the activity by accomplishing the confirmation slip and sending it through e-mail at [car.legalunit@deped.gov.ph](mailto:car.legalunit@deped.gov.ph) **on or before June 17, 2022.**

6. The check-in of participants and RO pax at the venue shall be at 2 PM onwards on June 29, 2022. The first meal for participants will be dinner on June 29, and the last meal will be lunch on July 1. Check-out shall be on July 1 at 12 noon.

7. Meals and accommodation expenses shall be charged to the Regional Office fund which will be downloaded to the Schools Division Office of Benguet. 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 of the above named Regional Office participants.

9. For information and guidance.

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





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Cordillera Administrative Region

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**CONFIRMATION SLIP**

**SECOND QUARTER INTERFACE WITH SDO COUNTERPART AND  
CONVERGENCE WITH STAKEHOLDERS OF HOST SDO**

Division: \_\_\_\_\_

	Name	Signature
Legal Officer		
CPP Focal/CPU Representative		

Approved by:

\_\_\_\_\_

**Schools Division Superintendent**

*Note: Kindly scan/picture the accomplished slip and email to [car.legalunit@deped.gov.ph](mailto:car.legalunit@deped.gov.ph)*





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Enclosure 01 of RM No. \_\_\_\_\_

<b>TIME</b>	<b>ACTIVITY</b>
<b>Day 1</b>	<b>ARRIVAL AND SCHOOL VISIT</b>
8:00-8:30	Registration
8:31-8:45	Preliminaries
8:46-9:00	Acknowledgement of Participants Welcome Remarks
9:01-2:00	Convergence meeting with stakeholders, DENR, and visitation of school/s within Benguet
2:01-5:00	Arrival of the participants at the hotel/accomodation
<b>Day 2</b>	<b>INTERFACE PROPER</b>
<b>TIME</b>	
8:00-8:30	Registration
8:31-9:00	Preliminaries
9:01-12:00	Orientation and workshop of Schools Heads/Guidance Designate with stakeholders on the utilization of the Legal Services Information System (LSIS)
12:01-1:00	Lunch Break
1:01-3:00	Continuation of workshop
3:01-5:00	School site titling updates and concerns
<b>Day 3</b>	<b>CLOSING AND DEPARTURE</b>
8:00-8:30	Registration
8:31-10:30	Planning of activities for the convergence meeting in the Host SDOs for Quarters 3 and 4
10:31-12:00	Closing and way forward

