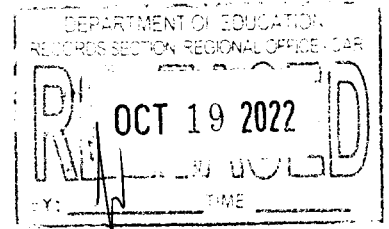




Republic of the Philippines
Department of Education
Cordillera Administrative Region



October 19, 2022

REGIONAL MEMORANDUM

No. 517.2022

**CAPACITY BUILDING FOR REGIONAL OFFICE AND SCHOOLS DIVISION
OFFICE PERSONNEL ON ADMINISTRATIVE PROCEDURES AND
LEGAL WRITING CUM DRAFTING OF IMPLEMENTING RULES AND
REGULATIONS OF LEGISLATED SCHOOLS IN DEPED-CAR**

To: Schools Division Superintendents
Attorney III, Division Office
Division Office FIC Member
Regional Office Legal Unit Personnel
All 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 will be conducting a Capacity Building for Regional Office and Schools Division Office Personnel on Administrative Procedures and Legal Writing cum Drafting of Implementing Rules and Regulations of Legislated Schools in DepEd CAR.
2. Women and men representatives from all the eight (8) Schools Divisions, and Regional Office Legal Unit personnel will participate in this activity on **October 25-27** in Baguio City.
3. The objectives of the activity are:
 - a. To draft the IRR of the numerous legislated schools in DepEd CAR;
 - b. To capacitate the members of the Formal Investigating Committee to conduct formal investigation in administrative cases;
 - c. To capacitate the members of the Formal Investigating Committee in crafting the Formal Investigation Report
4. The expected participants to the capacity building are as follows:





Republic of the Philippines
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Office/Section/Unit/Division (Face-to-face)	Number of Participants		
	Female	Male	Total
Division Office			
SDS/ASDS or their Representative			8
Education Program Supervisor/PSDS			8
Teacher's Org Rep/ School Head's Org Rep			8
Attorney III			8
Regional Office			
RD/ARD			1
Legal Unit	2	2	4
Speakers			2
Total			39

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 **on or before October 20, 2022.**

6. The arrival of participants in the venue shall be 8:00 AM and check-in of participants at the accommodation shall be **2 PM on October 25, 2022.** The first meal for participants will be AM snack on October 25, 2022, and the last meal will be PM snack on October 27, 2022. Check-out shall be 12 noon on **October 27, 2022.** Enclosed is a copy of the Activity Design/Program of Activities for reference.

7. Meals and accommodation expenses shall be charged to the Regional Office fund. 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 Regional Office Legal Unit Personnel.

9. For information and guidance.


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





Republic of the Philippines
Department of Education
Cordillera Administrative Region

CONFIRMATION SLIP

**CAPACITY BUILDING FOR REGIONAL OFFICE AND SCHOOLS DIVISION
OFFICE PERSONNEL ADMINISTRATIVE PROCEDURES AND LEGAL
WRITING CUM DRAFTING OF IMPLEMENTING RULES AND
REGULATIONS OF LEGISLATED SCHOOLS IN DEPED CAR**

Division: _____

	Name	Signature
SDS/ASDS/Representative		
Education Program Supervisor/PSDS		
Teacher's Org Rep/School Head's Org Rep		
Attorney III		

Approved by:

Schools Division Superintendent

Note: Kindly scan/picture the accomplished slip and email to car.legalunit@deped.gov.ph





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ENCLOSURE 1 OF RM No. 517.2022

ACTIVITY DESIGN/ PROGRAM OF ACTIVITIES

TIME	ACTIVITY
Day 1 (October 25)	
8:30 - 9:00	Arrival of the participants and Registration
9:01- 9:30	Preliminaries
9:31 -12:00	General Principles on Administrative Cases
12:01-1:00	Lunch Break
1:00- 4:00	Principles of Investigation and Updates on Rules of Evidence
4:00 -5:00	Inventory of Legislated Schools that needs IRR
Day 2 (October 26)	
TIME	
8:00-8:30	Registration and Arrival of Participants
8:31-9:00	MOL
9:01-12:00	Preliminary Investigation and Fact-Finding Investigation and Workshop on Preliminary and Fact-Finding Investigation Report (DO 49, s. 2006)
12:01-1:00	Lunch Break
1:01-3:00	Formal Investigation Processes and Handling of Witnesses and Lawyers
3:01-5:00	Technical and Legal Writing (Formal Charge and Formal Investigation Report)
Day 3 (October 27)	
8:00-8:30	Registration and Arrival of Participants
8:31-9:00	MOL
9:01-10:00	Technical and Legal Writing (Decision)
10:01-12:00	Presentation of Draft IRR per SDO
12:00 – 1:00	Lunch Break
– 4:00	Drafting and polishing of draft IRRs of Legislated Schools
4:00 – 5:00	Closing Program

