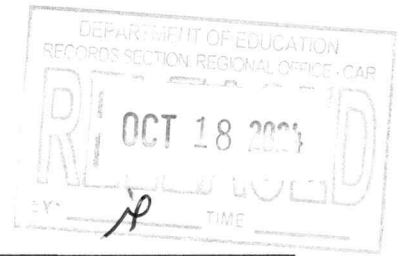




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



October 17, 2024

REGIONAL MEMORANDUM

No. 744.2024

**YEAR END INTERFACE OF RO LEGAL UNIT WITH SDO COUNTERPARTS
(LEGAL SERVICES) AND CONVERGENCE WITH SOME KEY
PERSONNEL FROM RO AND ALL SDOs**

To: Schools Division Superintendents
Education Support Services Division
Human Resource Development Division
Information and Technology Unit
Division Legal Officers
Learners Rights Protection Office Focal
Division Trainers of Project DepEd CAR C.H.I.L.D
Division Information Technology Officers

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 Office of Baguio City, will be conducting a Year End Interface with SDO Counterparts;
2. Women and men representatives from all the eight (8) Schools Divisions, and Regional Office Legal Unit personnel will participate in this activity on **December 4-6, 2024** at a venue to be announced later;
3. The objectives of the activity are:
 - a. The conduct of Team Development activities;
 - b. Planning of the LSIS 3.0 Updates on administrative case module and school sites module;
 - c. Presentation of updates/ reports on the roll-out of Project DepEd CAR C.H.I.L.D Training of Trainers
 - d. Issues and Concerns on School Sites Titling
 - e. Planning for CY 2025 activities



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP QMS

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

Office / Section / Unit / Division (Face-to-face)	Number of Participants		
	Female	Male	Total
Division Office			
Four 4 pax per SDO (Composed of the following: Attorney III, Division Trainers of Project DepEd CAR C.H.I.L.D, Learners Rights Protection Office Focal, Schools Sites Focal, Division Engineer, Information Technology Officer)			32
Regional Office			
Atty. Vanessa B. Flora	1		1
Atty. Edward C. Magalalit Jr.		1	1
Dalton S. Teliao		1	1
Ton B. Gabino		1	1
Jumar B. Yago-an		1	1
Clinton Bugtong		1	1
Laureen Likigan	1		1
Driver (van)		1	1
Total			40

5. All women and men participants from the Division Offices should confirm their attendance in the activity by accomplishing the attached confirmation slip, and sending it through e-mail at car.legalunit@deped.gov.ph on or before **October 30, 2024**.
6. The arrival of participants at the venue shall be in the afternoon on December 04, 2024. The first meal of the participants will be dinner on the same day, and the last meal will be PM snack on December 06, 2024. Check-in shall be 2:00pm on December 04, 2024 and check-out shall be 12:00nn on December 06, 2024.
7. Meals and accommodation expenses shall be charged to the Regional Office fund which will be downloaded to the Schools Division Office of Baguio City. Attached is the Budget Computation/Requirement for reference. 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 for the above-named Regional Office participants.
9. For information and guidance.


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

Encl: Budget Computation/Requirement
Confirmation Slip

**YEAR END INTERFACE WITH SDO COUNTERPARTS (LEGAL SERVICES) AND
CONVERGENCE WITH SOME KEY PERSONNEL FROM ALL SDOs**

BUDGET COMPUTATION/REQUIREMENT

Particulars	ABC	No. of Pax	Total
Board and Lodging (2 days)	2,000.00/day	40	160,000.00
First Meal: December 4, 2024 Dinner			
Last Meal: December 6, 2024 PM Snack			
Supplies and Materials	300.00	40	12,000.00
TOTAL ABC			172,000.00

Enclosure 2 to Memorandum

744.2024

**YEAR-END INTERFACE OF RO LEGAL UNIT WITH SDO COUNTERPARTS
(LEGAL SERVICES) AND CONVERGENCE WITH SOME KEY
PERSONNEL FROM RO AND ALL SDOs**

CONFIRMATION SLIP

Division: _____

Date and Time of Arrival: _____

Position/Designation	Name	Signature
1. Legal Officer		
2.		
3.		
4.		

Approved by:

Schools Division Superintendent

Note: Kindly scan or take a picture of the accomplished confirmation slip and email to car.legalunit@deped.gov.ph on or before October 30, 2024