



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

October 07, 2021

DIVISION MEMORANDUM
No. 585, s. 2021

Invitation to the Webinar on the Efficient and Expedient Management of Administrative Cases and the Proper and Safe Handling of Case Records

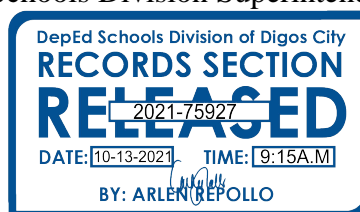
To: Atty. Clarisse Joy A. Llaban
Division Legal Officer

Aleli M. Chiong
Administrative Officer IV

Helena O. Solon
Administrative Officer II

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1. Pursuant to Unnumbered Memorandum from the Office of the Assistant Secretary of Legal Affairs dated September 29, 2021 by Allan G. Farnazo, Director IV, entitled **“Invitation to the Webinar on the Efficient and Expedient Management of Administrative Cases and the Proper and Safe Handling of Case Records”**
 2. Attached is the above-mentioned memorandum for your reference.
 3. For information and attendance.

CRISTY C. EPE
Schools Division Superintendent





Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY LEGAL AFFAIRS

MEMORANDUM
DM-LA-2021-_____

TO : The Office Staff/Head Executive Assistant, Office of the Secretary
The Office Staff, Office of the Undersecretary for Legal Affairs
Legal Service
Investigation Division
Records Division
Public Assistance Action Center
All Others Concerned


FROM : **ATTY. ALBERTO T. ESCOBARTE, CESO III**
Assistant Secretary for Legal Affairs

SUBJECT : Invitation to the Webinar on the Efficient and Expedient Management of Administrative Cases and the Proper and Safe Handling of Case Records

DATE : September 29, 2021

The Department of Education (DepEd) continues to initiate new efforts to improve compliance with Republic Act (RA) No. 11032, otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018,” which aims to promote integrity, accountability, proper management of public affairs as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government. Being the largest agency of the Executive department and with the occurrence of the COVID-19 pandemic, the efforts of this Department in improving compliance are now beset with additional challenges.

In its endeavor to continue to improve aforementioned compliance and to ensure the efficient and expeditious delivery of services amidst the pandemic, particularly the resolution of administrative cases, the Legal Division, under the Legal Affairs Strand is spearheading the conduct of the webinar entitled: **“Webinar on the Efficient and Expedient Management**

of Administrative Cases and the Proper and Safe Handling of Case Records” to be held via Microsoft Teams on the following dates and time:

8:30 AM – 5:00 PM	October 13, 2021
8:00 AM – 5: 00 PM	October 14, 2021
8:00 AM – 4:00 PM	October 15, 2021

The said webinar intends to establish better strategies and mechanisms in the overall handling and management of documents and/or case records, and to create a communication network among records and legal offices of the Department to promote a more efficient exchange of communication.

In this regard, the aforementioned Offices are invited and requested to send at least two (2) participants, preferably those in charge with the document management and those supervising the handling of administrative cases in your Office.

Participants shall register via <https://forms.gle/RkYWu8mQ3NQ1A3zQ8>. The deadline of registration is on October 12, 2021. Only pre-registered participants, those who filled up the attendance form during the webinar and those who will accomplish the pre and post-test shall receive an E-Certificate of Participation.

Attached is the proposed schedule flow of the webinar for your reference. For inquiries and clarifications kindly contact Ms. Philline Kate M. Dugayo, Technical Assistant II, Legal Division at philline.dugayo@deped.gov.ph or at ls.ld@deped.gov.ph and through the following number: 8-637-6206.

PROPOSED SCHEDULE FLOW OF THE WEBINAR

(Subject to Change)

DAY 1 - WEBINAR

TIME	ACTIVITY
7:30AM-8:30AM	Registration
8:30AM-8:50 AM	National Anthem and Doxology
8:50AM-9:30AM	Opening Program with Opening Message Atty. Alberto T. Escobarte, CESO III Assistant Secretary for Legal Affairs
9:30AM-10:00AM	House Rules Overview of the Webinar Program, Objectives and Expected Outputs Mr. Allan Cairo Reyes Moderator
10:00AM-10:15AM	Health Break
10:15AM-11:30 AM	Topic: Discussion of Workflow process of Administrative Cases and Convergence of the Duties of Records or Data Management Officer to Improve Decongestion of Cases

11:30AM-12:00PM	Workshop 1 Create a flowchart and explain process of handling of administrative case files of records offices for Schools Division Office, Regional Office and Central Office
12:00PM-1:00PM	LUNCH
1:00PM-2:00PM	Continuation of Flowchart creation
2:00PM-3:00PM	Presentation and discussion of output
3:00 PM- 4:00 PM	Workshop 2 Determine the Issues/Concerns encountered in the receiving, handling and routing of case file and recommend solution
4:00 PM-5:00 PM	Presentation and discussion of output

DAY 2 -WEBINAR

TIME	ACTIVITY
7:30AM-8:00AM	Registration
8:00AM-8:10AM	Management of Learnings Session
8:10AM-8:30AM	Prayer
8:30AM-10:00AM	Topic: Duties of Government Agencies in Handling Documents in general, Specific Duties of Records Officers and Digital handling/archiving of records
10:00AM-10:15AM	Health Break
10:15AM-11:30AM	Topic: Continuation of Duties of Government Agencies in Handling Documents in general, Specific Duties of Records Officers and Digital handling/archiving of records

11:30 AM- 12:00 PM	Open forum and awarding of virtual certificate
12:00PM-1:00PM	LUNCH
1:00PM-2:45 PM	Topic: Discussion of the Data Privacy Act 2012
2:45 PM- 3:00 PM	Open forum and awarding of virtual certificate
3:00 PM- 3:15 PM	Health Break
3:15 PM-5:00PM	Topic: Discussion on the treatment of electronic documents in relation to E-Commerce Act and other relevant laws or issuances of the Anti-Red Tape Authority, and the required protective measures to ensure their authenticity and security
5:00 PM – 5:15 PM	Open Forum and awarding of virtual certificate

DAY 3-WEBINAR

TIME	ACTIVITY
7:30AM-8:00AM	Registration
8:00AM-8:15AM	Management of Learnings Session
8:15 AM-8:13 AM	Prayer
8:30 AM-10:00AM	Topic: Best Practices on Records Keeping of Case File by Quasi-Judicial Agencies/Supreme Court/lower courts
10:00 AM- 10:15 AM	Health Break

10:15 AM-10:30 AM	Continuation of the Best Practices discussion
10:30 AM-10:45 AM	Open forum and awarding of virtual certificate
10:45AM-12:00AM	Work Shop 3 Based on previous sessions update the workflow of document management of case files and consolidate all process flow
	LUNCH
1:00PM-2:00PM	Continuation of the Workshop
2:00PM-3:00PM	Presentation
3:00PM-3:15PM	Health Break
3:15PM-3:30PM	Update on Legal Affairs Complaint and Case Management System (LACCMS) and the Revision of DepEd Order No. 49 s. 2006 -Office of the Assistant Secretary for Legal Affairs
3:30PM -4:00PM	Closing remarks