



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**OFFICE MEMORANDUM**

OSDS-2023-160

To : ATTY. CLARISSE JOY C. ARNAEZ-LLABAN- Legal Officer  
CATHERINE N. MORAL- Legal Unit Staff

Subject : ATTENDANCE TO THE QUARTERLY MEETING WITH SDO  
LAWYERS AND LEGAL SECTION IN-CHARGE AND CONDUCT  
OF LEGAL ASSISTANCE IN DAVAO REGION

Date : July 31, 2023

This is in reference to the Regional Memorandum ORD- 2023-052 dated June 16, 2023, re: Attendance to Quarterly Meeting with SDO Lawyers and Legal Section In-Charge and Conduct of Legal Assistance in Davao Region.

As part of the effort of the Legal Unit in improving prompt and efficient resolution of administrative cases, and in enhancing collaboration among regional and division lawyers/legal officers and legal unit staff, a regular meeting among the aforementioned is deemed important.

In view thereof, the legal officer and legal unit staff are hereby directed to join the Quarterly Meeting and the conduct of legal assistance on **August 24 to August 25, 2023**, within Digos City.

Meals shall be chargeable to Regional Office funds while travelling expenses and other incidental expenses relative to the conduct of this activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.

For information and guidance of all concerned attendees.

For and in the absence of the  
Schools Division Superintendent

**CHERRIE ANNE B. BOHOL**  
Education Program Supervisor  
Officer In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
23-105847

DATE: AUG 01 2023 TIME: 10:05 am

BY:



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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ORD

23-70661



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

REGIONAL MEMORANDUM  
ORD- 2023-052

To : School Division Superintendents  
Division Lawyers and Legal Assistants  
Regional Legal Unit Attorneys and Staff

Subject : ATTENDANCE TO QUARTERLY MEETING WITH SDO  
LAWYERS AND LEGAL SECTION IN-CHARGE  
AND CONDUCT OF LEGAL ASSISTANCE IN DAVAO REGION

Date : June 16, 2023

As part of the effort of the Legal Unit in improving prompt and efficient resolution of administrative cases, and in enhancing collaboration among regional and division lawyers/legal officers and legal Unit Staff, a regular meeting among the aforementioned personnel is deemed important.

In view thereof, all regional and division lawyers/legal Officers and Legal Unit staff are hereby directed to join the Quarterly Meeting and the conduct of legal assistance on August 24 to August 25, 2023, at the Division of Digos City.

Meals shall be chargeable to Regional Office funds while traveling expenses and other incidental expenses relative to the conduct of this activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.

For strict compliance.

**ALLAN G. FARNAZO**  
Director IV *leg*

Enclosed: As stated

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By the Authority of the Regional Director

**REBONFAMIL R. BAGUIO**  
Director III  
20 JUN 2023

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