



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024- 306

To : **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN**

Subject : **Attendance to National Training for Legal Officers (NTLO) at the Department of Education (DepEd) Ecotech Center, Lahug, Cebu City on November 6-9, 2024**

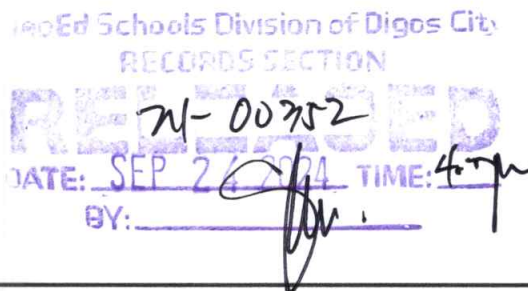
Date : **September 24, 2024**

This is in relation to Memorandum OULLA-2024-1329 dated September 12, 2024, from the Office of the Undersecretary for Legal and Legislative Affairs, stating that DepEd Central Office, Legal and Legislative Affairs Strand will be conducting the National Training for Legal Officers (NTLO) at the DepEd Ecotech Center, Lahug, Cebu City on November 6-9, 2024, inclusive of travel time.

Food and accommodation shall be charged against line item. Travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Further, all participants should fill up the online registration through <https://bit.ly/NTLO OnlineRegistration> on or before Monday, September 30, 2024.

For your strict compliance.

For and in the absence of the
Schools Division Superintendent



NORELIZA A. MISAL, CPA
Accountant II
Officer-In-Charge





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

SCHOOLS DIVISION OF Digos L.
 RECORDS SECTION
RECEIVED [Signature]
 DATE: 17 SEP 2024 TIME: 3:07 PM
 BY: [Signature]

MEMORANDUM
OULLA-2024-1329

TO : REGIONAL DIRECTORS
 ASSISTANT REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENT
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 DEPED CENTRAL OFFICE – LEGAL SERVICE
 ALL OTHERS CONCERNED

DepEd Schools Division of Digos L.
LEGAL SECTION
RECEIVED
 DATE: 09-18-24 TIME: 10:00 AM
 BY: [Signature]

FROM : *Marfmen*
 ATTY. OMAR V. ROMERO
 Undersecretary for Legal and Legislative Affairs

SUBJECT : NATIONAL TRAINING FOR LEGAL OFFICERS (NTLO) AT THE
 DEPARTMENT OF EDUCATION (DEPED) ECOTECH CENTER,
 LAHUG, CEBU CITY ON NOVEMBER 6-9, 2024

DATE : SEP 12 2024

The DepEd Central Office, Legal and Legislative Affairs Strand will be conducting the **National Training for Legal Officers (NTLO)** at the **DepEd Ecotech Center, Lahug, Cebu City** on **November 6-9, 2024**, inclusive of travel time.

This training-seminar aims to enhance the knowledge and skills of legal officers in addressing legal matters and implementing relevant laws and DepEd policies, particularly in the areas of procurement, child rights, teacher protection, and dispute resolution.

Target participants:

- Central Office (CO) – CO Officials and selected Legal and Legislative Affairs Strand Lawyers and Staff
- Regional Offices (RO) – Two (2) Lawyer/Legal Officer Representative per region
- Division Offices (DO) – One (1) Legal Officer per division

Expenses:

- **Food¹ and accommodation expenses** of the participants and resource persons shall be charged against line item: *Legal Service and Development of Education-Related Laws and Rules*.
- **Travel expenses** of the CO, RO, and DO participants shall be charged against their respective local funds.

¹ First Meal (November 6, 2024): PM Snacks; Last Meal (November 09, 2024): AM Snacks



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Effectivity	09.01.23	Page	1 of 2



Registration:

Interested participants are required to complete the online pre-registration by accessing the QR code or using the link below:



<https://bit.ly/NTLO OnlineRegistration>

All interested participants shall complete the online registration **on or before Monday, September 30, 2024**. Kindly take note that the number of participants per region and division is limited to the allotted number of slots, and only registered participants will be admitted to the training. **Registered participants must ensure their attendance or assign an alternate representative in case of unavailability.**

Contacts for Queries:

For questions or clarifications, please coordinate with **Ms. Marianne O. Cruzin** or **Ms. Jonalyn K. Ngadao** of the Investigation Division through email address at legalaffairs.training@deped.gov.ph or mobile numbers 0916 581 0927 or 0926 056 6012.

Further announcements and advisories will be communicated through email. We look forward to your active participation in this important event.

Thank you.

NATIONAL TRAINING FOR LEGAL OFFICER

November 6-9, 2024

Program of Activities

Time		November 6, 2024 Day 0 (Wednesday)	November 7, 2024 Day 1 (Thursday)	November 8, 2024 Day 2 (Friday)	November 9, 2024 Day 3 (Saturday)		
6:00 AM	8:00 AM	E N R O U T E M E N T	BREAKFAST				
8:00 AM	8:10 AM		<p align="center">OPENING CEREMONY</p> <p align="center"><i>Pambansang Awit Doxology Quality Policy House Rules</i></p>	<p align="center">MANAGEMENT OF LEARNING (MOL)</p> <p align="center">NTLO-SECRETARIAT</p>	D E P A R T U R E		
8:10 AM	8:20 AM		<p align="center"><i>Energizer & Checking of Attendance</i></p>				
8:20 AM	8:30 AM		<p align="center"><i>Welcome Remarks</i></p>				
8:30 AM	8:40 AM		<p align="center">SALUSTIANO T. JIMENEZ <i>Regional Director</i></p> <p align="center"><i>Direction Setting</i></p>				
8:40 AM	8:50 AM		<p align="center">ATTY. OMAR V. ROMERO <i>Undersecretary for Legal and Legislative Affairs</i></p>				
8:50 AM	9:00 AM		<p align="center"><i>Inspirational Message</i></p> <p align="center">HON. SONNY M. ANGARA <i>Secretary, Department of Education</i></p>	<p align="center"><i>New Government Procurement Act or Republic Act (RA) No. 12009</i></p> <p align="center">PROCUREMENT STRAND Representative</p>		H O M E S W E E T H O M E	
9:00 AM	9:10 AM		<p align="center"><i>Official Declaration of the Event</i></p> <p align="center">ATTY. ZENITH J. EUROPA <i>Director IV, Legal Service</i></p>				
9:10 AM	9:20 AM		<p align="center"><i>Health Break/Photo Ops</i></p>				
9:20 AM	9:30 AM						
9:30 AM	9:40 AM						
9:40 AM	9:50 AM						
9:50 AM	10:00 AM						
10:00 AM	10:10 AM		<i>Health Break</i>				
10:10 AM	10:20 AM		<p align="center"><i>DepEd Order (DO) No. 002, s. 2024 & DO No. 005, S. 2024</i></p>				
10:20 AM	10:30 AM						
10:30 AM	10:40 AM						
10:40 AM	10:50 AM		<p align="center">HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD) <i>Representative</i></p>	<p align="center"><i>DepEd Order (DO) 004, s. 2024</i></p> <p align="center">PROCUREMENT STRAND Representative</p>			
10:50 AM	11:00 AM						
11:00 AM	11:10 AM						
11:10 AM	11:20 AM						
11:20 AM	11:30 AM						
11:30 AM	11:40 AM						
11:40 AM	11:50 AM						
11:50 AM	12:00 PM						
12:00 PM	1:00 PM	LUNCH					
1:00 PM	1:10 PM	A R R I V A L R E G I S T R A T I O N A N D D I S T R I B U T I O N O F T R A I N I N G K I T	<p align="center"><i>Energizer/Management of Learning</i></p>	<p align="center"><i>Energizer/Management of Learning</i></p>	H O M E S W E E T H O M E		
1:10 PM	1:20 PM						
1:20 PM	1:30 PM						
1:30 PM	1:40 PM						
1:40 PM	1:50 PM						
1:50 PM	2:00 PM						
2:00 PM	2:10 PM						
2:10 PM	2:20 PM		<p align="center"><i>Implementing Rules and Regulations of Executive Order No. 174, s. 2022 re: "Establishing the Expanded Career Progression System for Public School Teachers"</i></p> <p align="center">BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT (BHROD) <i>Representative</i></p>	<p align="center"><i>Proposed Revisions of DepEd Order (DO) No. 49, s. 2006</i></p> <p align="center">ATTY. CORNELIO A. PACALA <i>Chief, Investigation Division</i></p>			
2:20 PM	2:30 PM						
2:30 PM	2:40 PM						
2:40 PM	2:50 PM						
2:50 PM	3:00 PM						
3:00 PM	3:10 PM		<i>Health Break</i>				
3:10 PM	3:20 PM						
3:20 PM	3:30 PM						
3:30 PM	3:40 PM						
3:40 PM	3:50 PM						
3:50 PM	4:00 PM		<p align="center"><i>Introduction to Alternative Dispute Resolution (ADR)</i></p> <p align="center">OFFICE OF THE ALTERNATIVE DISPUTE RESOLUTION (OADR) <i>Representative</i></p>	<p align="center"><i>Closing Ceremony</i></p> <p align="center"><i>Awarding of Certificates</i></p> <p align="center"><i>Closing Remarks</i></p> <p align="center">ATTY. RODEL JAMES R. PULMA <i>Chief, Legal Division</i></p>			
4:00 PM	4:10 PM						
4:10 PM	4:20 PM						
4:20 PM	4:30 PM						
4:30 PM	4:40 PM						
4:40 PM	4:50 PM						
4:50 PM	5:00 PM						
5:00 PM	6:00 PM	SIESTA					
6:00 PM	8:00 PM	DINNER					