



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- 596

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

Subject : **Attendance to the Training on Prosecution and Investigation Techniques (Batch 2) at the Department of Education Ecotech Center, Lahug, Cebu City on November 11-15, 2024**

Date : **September 30, 2024**

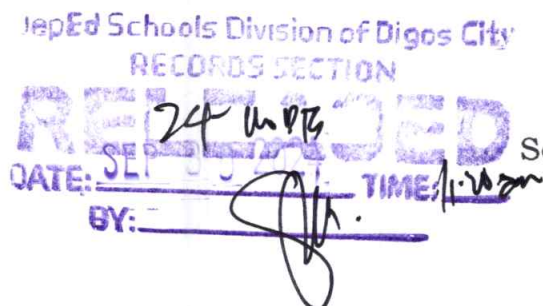
This is in relation to Memorandum dated September 23, 2024, from the Office of the Undersecretary for Legal and Legislative Affairs, stating that the Legal Service – Investigation Division of the Department of Education (DepEd) will be conducting the **Training on Prosecution and Investigation Techniques (Batch 2)** on November 11-15, 2024, in Cebu City.

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.

The participants are identified Lawyers and Legal Officers from the Central, Regional, and Division Offices. All participants are expected to be at then venue on November 11, 2024, and registration starts at 3:00 P.M. The first meal to be served will be the afternoon snack of the same day. Everyone is also encouraged to bring one (1) laptop and one (1) flash drive. Furthermore, the confirmation of attendance shall be through the filling out of forms through the link <https://bit.ly/ProsecutionBatch2>.

For your strict compliance.

For and in the absence of the
Schools Division Superintendent



SOLLIE B. OLIVER, JD, MATE
Schools Governance and Operations Division
Officer-In-Charge





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

TO : BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
LAWYERS AND LEGAL OFFICERS
ALL OTHERS CONCERNED

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

SUBJECT : TRAINING ON PROSECUTION AND INVESTIGATION
TECHNIQUES (BATCH 2) AT THE DEPARTMENT OF
EDUCATION ECOTECH CENTER, LAHUG, CEBU CITY ON
NOVEMBER 11-15, 2024

DATE : SEP 23 2024

The Legal Service – Investigation Division of the Department of Education (DepEd) will conduct the Training on Prosecution and Investigation Techniques (Batch 2) on November 11-15, 2024 in Cebu City.

The training-workshop aims to equip DepEd Lawyers and Legal Officers with the skills and techniques to investigate and prosecute cases. Topics under DepEd Order No. 49, s. 2006, otherwise known as the Revised Rules of Procedure of the Department of Education in Administrative Cases and the 2017 Revised Rules on Administrative Cases in the Civil Service will be discussed. Trial Skills of an Effective Prosecutor will also be tackled, particularly Case Preparation, Identification and Examination of Witnesses, Identification and Admission of Documentary and Object Evidence, Proper Use of Objections and Rebuttal Evidences, and Drafting of Affidavits and Position Papers.

Also, in line with the MATATAG Agenda on taking good care of learners and stakeholders of the Department, there will be a lecture on the Government Procurement Reform Act, Child Protection in relation to presenting and interacting with child witnesses; Anti-Violence Against Women and Children Act, Anti-Sexual Harassment Act and the Safe Spaces Act. Further, to engage the participants, open forums and simulation exercises will be conducted.

The participants are identified Lawyers and Legal Officers from the Central, Regional, and Division Offices. The list of which is attached as Enclosure 1.



Address: 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, 1600
Telephone Nos.: (02) 8633-8925; (02) 8637-4611
Email Address: oula@deped.gov.ph
Website: www.deped.gov.ph

Table with 4 columns: Doc. Ref. Code, Effectivity, CO-LS-ID-F20, 09.20.21, Rev, Page, 01, 1 of 2



Certificate No. PHP QMS 22 93 0085

Expenses for food and accommodation of all participants as well as the travel of those from the DepEd Central Office shall be charged to Legal Service and Development of Education-Related Laws Funds, while travel expenses of the Regional and Schools Division Office Participants, to Local Funds.

All participants are expected to be at the venue on November 11, 2024 and registration starts at 3:00 P.M. The first meal to be served will be the afternoon snack of the same day. Everyone is also encouraged to bring one (1) laptop and one (1) flash drive. Program is attached as Enclosure 2.

Confirmation of attendance by Region shall be made no later than October 2, 2024 through email at ls.invesdiv@deped.gov.ph. The confirmation shall be through the filling out of forms through the link <https://bit.ly/ProsecutionBatch2> or the QR code below:



For questions or clarifications, please coordinate with Ms. Marianne O. Cruzin or Ms. Jonnalyn K. Ngadao of the LS-ID through telephone no. (02) 631-5773.

Further announcements and advisories will be communicated through email. Looking forward to your active participation in this important training-workshop.



Republic of the Philippines
Department of Education
LEGAL SERVICE-INVESTIGATION DIVISION

Training on Prosecution and Investigation Techniques (Batch 2)
November 11-15, 2024
Ecotech Cebu Center, Cebu City

I. Head of Office and Speakers

- 1 **Atty. Omar V. Romero**, Undersecretary, Legal and Legislative Affairs
- 2 **Atty. Zenith De Jesus Europa**, Director IV, Legal Service
- 3 **Atty. Christian E. Rivero**, Director IV, Supervising Director of the Sites Titling Office
- 4 **Atty. Cornelio A. Pacala**, Chief, Legal Service-Investigation Division
- 5 **Atty. Rodel James R. Pulma**, Chief-Legal Division
- 6 **Atty. Orville dela Cerna**-Resource Speaker
- 7 **Atty. Romnick C. Erice**-Resource Speaker
- 8 **Resource Speaker**- Civil Service Commission
- 9 **Resource Speaker**-Office of The Solicitor General
- 10 **Resource Speaker**-Prosecutor

II. Central Office Lawyers

- 11 **Atty. Boenvel M. Castillo**, Department Legislative Liaison Specialist
- 12 **Atty. Fernando E. Angeles III**, Attorney III, Investigation Division
- 13 **Atty. Alaine Sigrid G. Abelardo**, Technical Assistant IV, Legal and Legislative Affairs
- 14 **Atty. Jack Lord dela Cruz**, Technical Assistant IV, Legal and Legislative Affairs
- 15 **Atty. Jiri Othello G. Dinsay**, Technical Assistant IV, OD-Legal Service
- 16 **Atty. Aive Marelia P. Vargas**, Technical Assistant IV, OD-Legal Service
- 17 **Atty. Danessa Anne P. David**, Technical Assistant IV, OD-Legal Service
- 18 **Atty. Patricia V. Dela Cruz**, Technical Assistant IV, OD-Legal Service
- 19 **Atty. Kakit (Tony) C. Law**, Technical Assistant IV, Legal Division
- 20 **Atty. Blanche Ghia Lim**, Technical Assistant IV, Legal Division
- 21 **Atty. Thea Jane Merin**, Legislative Liaison Office

III. REGIONAL AND DIVISION LAWYERS

REGION I

- 1 **Atty. Rosemarie M. Wailan**, Attorney IV-Regional Office
- 2 **Atty. Kaye M. Carame**, Attorney III- Regional Office
- 3 **Atty. Percival Nicholas C. Tan**, Attorney III- SDO Ilocos Sur
- 4 **Atty. Pamela Jane P. De Guzman**, Attorney III-SDO La Union
- 5 **Atty. Jose O. Oviedo**, Attorney III-SDO Dagupan



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REGION II

- 1 **Atty. Jeremy Jones B. Maramag**, Attorney III- SDO Tuguegarao City
- 2 **Atty. Julius Caesar G. Domingo**, Attorney III – SDO Nueva Vizcaya
- 3 **Atty. Henedino Joseph P. Eduarte, Jr.**, Attorney III – SDO Isabela

REGION III

- 1 **Atty. April Elenor C. Juco**, Attorney III-Regional Office
- 2 **Atty. Glory Pearl D. Amwao**, Attorney III-SDO Aurora
- 3 **Atty. Marieglo G. Damocles**, Attorney III, SDO-Bataan
- 4 **Atty. Arnold G. Onia**, Attorney III, SDO-Nueva Ecija
- 5 **Atty. Myron C. Cunanan**, Attorney III-SDO Zambales
- 6 **Atty. Louise B. Madriaga-Longalong**, Attorney III-SDO Cabanatuan City

REGION IV-A

- 1 **Atty. Jocelyn B. Buclig**, Attorney IV-Regional Office
- 2 **Atty. Kevin P. Matib**, Attorney III-SDO Antipolo City
- 3 **Atty. Christine Ann Marie R. Alcazar-Batacan**, Attorney III, SDO-San Pablo City
- 4 **Atty. Ana Karmela S. Amante-Vergara**, Attorney III, SDO-Lucena City
- 5 **Atty. Kristian Ian Dale C. Datinguinoo**, Attorney III, SDO-Sto. Tomas City
- 6 **Atty. Shiela Mae D. Laude**, Attorney III-SDO San Pedro City
- 7 **Atty. Pacifico Jacinto P. Medina Jr.**, Attorney III-SDO Biñan City
- 8 **Atty. Roxanne T. Laqui**, Attorney III-SDO Tanauan City

REGION IV-B

- 1 **Atty. Joanna Rose R. Labuguen-Tarroza**, Attorney IV-Regional Office
- 2 **Atty. Cristalyn M. Atienza**, Attorney III-SDO Oriental Mindoro
- 3 **Atty. Jeffrey M. Magada**, Attorney III- SDO Romblon
- 4 **Atty. Anniza M. Babao**, Attorney III-SDO Puerto Princesa City
- 5 **Atty. Colyne R. Usodan**, Legal Assistant I, SDO Palawan

REGION V

- 1 **Atty. Bea Anne P. Baroma**, Attorney III-Regional Office
- 2 **Atty. Kimberly A. Israel**, Attorney III-SDO Camarines Norte
- 3 **Atty. Norlito P. Agunday, Jr.**, Attorney III, SDO-Catanduanes
- 4 **Atty. Arnel C. Najarila**, Attorney III, SDO-Tabaco City
- 5 **Atty. Rhea J. Olayres**, Attorney III, SDO-Sorsogon City



Address 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, 1600
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REGION VI

- 1 **Atty. Mariles R. Palacios**, Attorney IV- SDO Regional Office
- 2 **Atty. Elizabeth A. Felasol**, Attorney III – SDO Antique
- 3 **Atty. Erwin P. Cabarles**, Attorney III – SDO Bago City
- 4 **Atty. Jessah Christee A. Egonia**, Attorney III-SDO Sipalay City
- 5 **Atty. Christine Joy B. Banday**, Attorney III-SDO Roxas City
- 6 **Atty. Rez S. Jimenez**, Attorney III-SDO Siquijor

REGION VII

- 1 **Atty. Glory Jane A. Alegado**, Attorney III, Regional Office
- 2 **Atty. Rori James Lawrence R. Mirafior**, Attorney III, SDO- Bayawan City
- 3 **Atty. Vanessa H. Quijano**, Attorney III, SDO-Bohol
- 4 **Atty. Beryl Babatuan Mantos**, Attorney III, SDO-Carcar City
- 5 **Atty. Aldwin Brian C. Desabille**, Attorney III-SDO Danao City
- 6 **Atty. Rez S. Jimenez**, Attorney III-SDO Siquijor
- 7 **Atty. Eduardo T. Sedillo**, Attorney III-SDO Negros Oriental

REGION VIII

- 1 **Atty. Rhea Mardoquio**, Attorney III, SDO-Catbalogan
- 2 **Atty. Karisma Ivey L. Agraviador**, Attorney III, SDO-Ormoc
- 3 **Atty. Maria Socorro Pancipanci**, Attorney III, SDO-Tacloban City
- 4 **Atty. Livi Oraller**, Attorney III-SDO Samar

REGION IX

- 1 **Atty. Al-Rhasid J. Siraji**, Attorney III-SDO Zamboanga City
- 2 **Atty. Rey P. Janolino, Jr.**, Attorney III-SDO Zamboanga del Norte

REGION X

- 1 **Atty. Candice Zenna R. Razon**, Attorney IV-Regional Office
- 2 **Atty. Laurence Edgardo A. Del Puerto**, Attorney III-SDO Cagayan De Oro City
- 3 **Atty. Wincerbogne L. Pesisano**, Attorney III, SDO-Malaybalay City
- 4 **Atty. Christopher F. Pasco**, Attorney III, SDO Misamis Oriental
- 5 **Atty. Vincent Sheldon A. Zabala** Attorney III, SDO-Ozamis City
- 6 **Atty. Asis G. Cubillan**, Attorney III, SDO-Valencia City



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REGION XI

- 1 **Atty. Clarisse Joy C. Arnaez-Llaban**, Attorney III- SDO Digos City
- 2 **Atty. Annalene A. Dacumos**, Attorney III – SDO Panabo City
- 3 **Atty. Jimar C. Balo**, Attorney III – SDO Davao Oriental
- 4 **Atty. Maruli Ali G. Sanchez**, Attorney III-SDO Davao del Sur
- 5 **Atty. Billie Anjo A. Labradores**, Attorney III-SDO Davao de Oro
- 6 **Atty. Arnold C. Costelo**, Attorney III-SDO Mati City
- 7 **Atty. Annalene A. Dacumos**, Attorney III-SDO Panabo City

REGION XII

- 1 **Atty. Salvador S. Rodel**, Attorney IV, Regional Office
- 2 **Atty. Rustan Jay Famador** Attorney III, SDO- Koronadal City
- 3 **Atty. Janice P. Caraballe**, Attorney III, SDO-Kidapawan City
- 4 **Atty. Albert Q. Degino**, Attorney III-SDO Sarangani Province

REGION XIII

- 1 **Atty. Marjorie Leigh M. Llano**, Attorney III, SDO-Butuan City
- 2 **Atty. Viva Niño B. Barrios**, Attorney III, SDO-Surigao City
- 3 **Atty. Mellicent C. Lianza**, Attorney III, SDO-Surigao del Norte
- 4 **Atty. Calvin Klein E. Lianza**, Attorney III-SDO Surigao del Sur
- 5 **Atty. Jeddah May C. Nangcas**, Attorney III-SDO Siargao Islands

NATIONAL CAPITAL REGION

- 1 **Atty. Kathrine Hoggang**, Attorney III-SDO Calocoocan City
- 2 **Atty. Mathew B. Domingono**, Attorney III-SDO Quezon City
- 3 **Atty. Josa Mary M. Nombres**, Attorney III-SDO Malabon
- 4 **Atty. Ma. Bernice Doreen M. Aberin**, Attorney III-SDO Mandaluyong
- 5 **Atty. Leizl B. Villanueva**, Attorney III-SDO Manila
- 6 **Atty. Marilou G. Caliño**, Attorney III-SDO Pasig
- 7 **Atty. Ceasar Augustos, E. Cebujano**, Attorney III-SDO Marikina City
- 8 **Atty. Erness Faith Jamora Regacho**, Attorney III-SDO Muntinlupa

CORDILLERA ADMINISTRATIVE REGION

- 1 **Atty. Vanessa B. Flora**, Attorney IV, Regional Office
- 2 **Atty. Annette L. Doyaoen**, Attorney III, SDO Baguio City
- 3 **Atty. Nover B. Singgangan**, Attorney III, SDO-Benguet
- 4 **Atty. Asis G. Cubillan**, Attorney III, SDO-Valencia City
- 5 **Atty. Cherry Ann B. Astudillo-Baloggay**, Attorney III-SDO Kalinga
- 6 **Atty. Ringgo G. Sumedca**, Attorney III-SDO Tabuk City



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Ecotech Cebu Center, Cebu City

SECRETARIAT

- 1 **Atty. Leomar D. Ladonga**
- 2 **Atty. Ma. Bernadette Tan Inciso**
- 3 **Atty. Carmela Grace A. Abergos**
- 4 **Atty. Mark Joseph A. Cielo**
- 5 **Esperanza T. Tayamora-Alarcon**
- 6 **Vanessa Anne C. Onao**
- 7 **Jonnalyn K. Ngadao**
- 8 **Marianne O. Cruzin**
- 9 **Ralph Recto F. Fuentes**
- 10 **Sonny S. Lukban**

Noted by:


ATTY. CORNELIO A. PACALA
Chief, Legal Service-Investigation Division

Day (0) November 11, 2024 (3:00 P.M.) Arrival and Registration**Day (1) November 12, 2024 Training and Workshop**

TIME	ACTIVITY	PERSON/ OFFICE RESPONSIBLE
6:00AM - 8:00AM	Breakfast Registration of Participants and Distribution of Materials	
8:00AM - 8:10AM	Opening Ceremony (National Anthem, Prayer and Energizer)	Secretariat
8:10AM - 8:20AM	Opening Remarks	Regional Director DepEd - Region VII
8:20AM - 8:30AM	Presentation of the Participants	Secretariat
8:30AM - 8:40AM	Welcoming Address	Atty. Zenith J. Europa DIRECTOR IV Legal Service
8:40AM - 8:55AM	Inspirational Message	Atty. Omar V. Romero UNDERSECRETARY Legal and Legislative Affairs
8:55AM - 9:00AM	House Rules and Program Rundown	Secretariat
9:00AM - 12:00NN	Republic Act No. 12009, An Act Revising Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act", And For Other Purposes	Atty. Omar V. Romero UNDERSECRETARY Legal and Legislative Affairs
12:00NN - 1:00PM	LUNCH	
1:00PM - 4:30PM	Principles of Investigation, Interview Techniques and Intelligence Operations - Information Gathering (Theoretical and Practical Application)	PNP Resource Speaker
4:30PM - 6:00PM	FFI/PI and Formal Investigation Procedures (DepEd Order No. 49, s. 2006)	Atty. Cornelio A. Pacala Chief Legal Service - Investigation Division

Day (2) November 13, 2024 Training Workshop

TIME	ACTIVITY	PERSON/ OFFICE RESPONSIBLE
6:00AM - 8:00AM	Breakfast Registration of Participants	
8:00AM - 8:10AM	Recap	Participants
8:10AM - 8:15AM	Program Rundown	Secretariat
8:15AM - 11:30AM	FFI/PI and Formal Investigation Procedures <i>(2017 Revised Rules on Administrative Cases in the Civil Service - Disciplinary)</i>	CSC Resource Speaker
11:30AM - 12:00NN	OPEN FORUM	
12:00NN - 1:00PM	LUNCH	
1:00PM - 3:00PM	Theoretical and Practical Application of Evidence	Atty. Romnick C. Erice Attorney III Legal Service - Investigation Division
3:00PM - 3:30PM	ACTIVITY on EVIDENCE	
3:30PM - 3:45PM	BREAK	
3:45PM - 5:45PM	Trial Techniques a. Case Preparation b. Pre-Trial c. Examination of Witnesses d. Objections during Trial e. Clarificatory Questions f. Rebuttal Evidence g. Formal Offer of Evidence	Prosecutor Resource Speaker

Day (3) November 14, 2024 Training Workshop

TIME	ACTIVITY	PERSON/ OFFICE RESPONSIBLE
6:00AM - 8:00AM	Breakfast Registration of Participants	
8:00AM - 8:10AM	Recap	Participants
8:10 AM - 8:15AM	Program Rundown	Secretariat
8:15AM – 12:00NN	Comparison: - Republic Act No. 11313 (<i>Safe Spaces Act</i>) - Republic Act No. 7877 (<i>Anti-Sexual Harassment Act</i>) - Republic Act No. 9262 (<i>Anti-Violence Against Women and Children</i>)	Atty. Orville dela Cerna Legal Officer DepEd-Division of Cebu Province
12:00NN – 1:00PM	LUNCH	
1:30PM - 2:00PM	OPEN FORUM	
2:00PM – 5:00PM	A.M. No. 004-07-SC: <i>Rule on Examination of Child Witness</i> (Theoretical and Practical Application)	Vicente Sotto Memorial Medical Center Women and Children Protection Center
5:00PM – 5:20PM	Photo Ops and Certificate Distribution	
5:20PM - 5:30PM	Closing Remarks	Atty. Cornelio A. Pacala Chief Legal Service – Investigation Division

PART III – November 15, 2024 WRAPPING UP ACTIVITIES (packing up and 1-day travel)