



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2025- 027

To : **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN**
Legal Officer
JIHAN JANE C. MENDEZ
Legal Unit Staff

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

Date : **January 13, 2025**

This is in reference to the Regional Memorandum ORD- 2025-001 dated January 06, 2025, re: Corrigendum to Regional Memorandum No. 113 s. 2024: 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 **January 16-17, 2025**, at the **Division of Island Garden City of Samal**.

Travel and other incidental expenses relative to the attendance of the said activity will be charged against local funds, subject to usual accounting and auditing rules and regulations.

For your information and strict compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD., CESO VI
Schools Division Superintendent

Records Section
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REGIONAL MEMORANDUM
ORD-2025-001

CORRIGENDUM TO REGIONAL MEMORANDUM NO. 113 S. 2024 ATTENDANCE
TO QUARTERLY MEETING WITH SDO LAWYERS AND LEGAL SECTION IN-
CHARGE AND FORMAL INVESTIGATION TRAINING WORKSHOP

To: Schools Division Superintendents

1. Relative to Regional Memorandum No. 113, s. 2024 dated November 18, 2024, titled **Attendance to Quarterly Meeting with SDO Lawyers and Legal Section In-Charge and Conduct of Legal Assistance**, the scheduled date is moved to **January 16-17, 2025** at the Schools Division of Island Garden City of Samal. A conduct of Formal Investigation Training Workshop will be conducted on the second day, instead of the Legal Assistance.
2. All other details in the previous Memorandum remain the same.
3. Immediate dissemination of this Memorandum is advised.

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REBONFAMIL R. BAGUIO
Director III
Officer-in-Charge

By: [Signature] Date: JAN. 07, 2024 Office of the Regional Director
43707

Encl.: As stated
ORD/LU 4/mcc



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Republic of the Philippines
Department of Education
DAVAO REGION

LIST OF PARTICIPANTS

Office	Names	Numbers
Regional Office	1. Atty. Lorenza C. Pitulan 2. Atty. Shemelyn D. Gamorot- Bilbao 3. Cecille Maria Sheelah Balbas-Limosnero 4. Joan C. Junia 5. Mary Grace C. Cataytay	5
Davao City	1. Atty. Immaculate G. Clark 2. Joanna Paula Cagape 3. Harey Lyka B. Roseos	3
Digos City	1. Atty. Clarisse Joy C. Arnaez-Llaban 2. Jihan Jane Cagas Mendez	2
Island Garden City Of Samal	1. Atty. Darwin Z. Pulido	1
Davao Oriental	1. Atty. Jimar C. Balo 2. Rien Sanchez Bautista	2
Davao De Oro	1. Atty. Billy Anjo A. Labradores 2. Angelica G. Celo 3. Vannesa G. Barrete	3
Davao Del Sur	1. Atty. Maruli Ali G. Sanchez 2. Maria Fe G. Bernardino	2
Davao Occidental	1. Atty. Glein Mark L. Bodiongan 2. Krystal Joyce R. Cimafranca	2
Mati City	1. Illuminado D. Boiser	1
Tagum City	1. Atty. Kennerly Albert R. Malinao	1
Panabo City	1. Atty. Annalene A. Dacumos	1
Davao del Norte	1. Atty. Vevirlie O. Gallo	1
	Total No. of Participants	24



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