



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 044

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

Subject : **Division Capacity Building of Personnel on Revised Rules of the DepEd Administrative Cases (DO 49, s. 2006) and Training Workshop on Formal Investigation Procedures and Techniques (Batch 2) and Legal and Technical Assistance Caravan**

Date : **March 17, 2025**

This is in relation to the Division Memorandum No. OSDS-2025-022 of the Schools Division of Davao del Sur dated January 23, 2025, to be a resource speaker to *Division Capacity Building of Personnel on Revised Rules of the DepEd Administrative Cases (DO 49, s. 2006) and Training Workshop on Formal Investigation Procedures and Techniques (Batch 2) and Legal and Technical Assistance Caravan* on March 19-21, 2025, at Emilia Garden Resort, Island Garden City of Samal (IGACOS).

In view thereof, you are hereby directed to attend the aforementioned activity and share your insights on the Child Protection Policy.

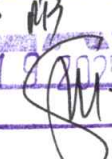
Travel and incidental expenses relative to the attendance of the said activity will be charged against local funds, subject to usual accounting and auditing rules and regulations.

For your guidance, and strict compliance.


MELANI P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent *ME*

Enclosed: As stated.

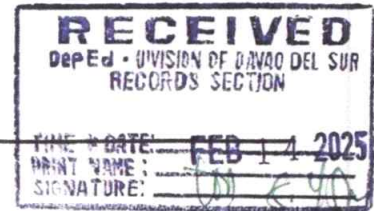
DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: MAR 18 2025 TIME: 10:27am
BY: 





Republic of the Philippines
Department of Education
 DAVAO REGION



1st Indorsement
 January 31, 2025

Respectfully referred to the Schools Division Superintendents, the attached letter dated January 23, 2025 from **Lorenzo E. Mendoza**, Schools Division Superintendent of Davao del Sur, requesting the attendance of the Regional and Division Legal Officers to serve as guest speakers to the Division Capacity Building of Personnel on DepEd Order No. 49, s. 2006, Training-Workshop on Formal Investigation Procedures and Techniques (Batch 2) and Legal and Technical Assistance Caravan to be held at Emilia Healing Resort, Island Garden City of Samal on March 19-21, 2025, for appropriate action.

ALLAN G. FARNAZO
 Director IV

Re: Division Capacity Building of Personnel,
 Training on Formal Investigation Procedures
 and Legal and Technical Assistance Caravan

Enclosed: As stated

ORD/LU 2/sbl

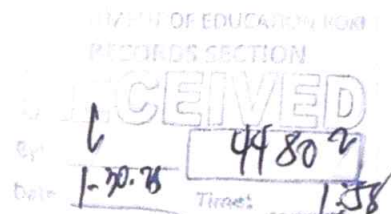
DEPARTMENT OF EDUCATION - DAVAO
 RECORDS SECTION
RELEASED

No. 44802
 Date Feb. 04, 2025





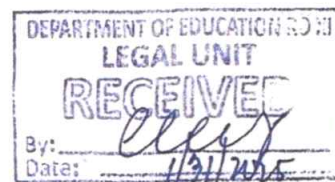
Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur



**Office of the Schools
Division Superintendent**

January 23, 2025

ALLAN G. FARNAZO, CESO IV
Regional Director
Department of Education
Regional Office XI
Davao City



Dear **Regional Director Farnazo**:

The Department of Education- Schools Division Office of Davao del Sur will be conducting Division Capacity Building of Personnel on Revised Rules of the DEPED Administrative Cases (DO 49, S. 2006) and Training Workshop on Formal Investigation Procedures and Techniques (Batch 2) and Legal and Technical Assistance Caravan to be held at **Emilia Healing Resort, Island Garden City of Samal (IGACOS) on March 19-21, 2025**. This training aims to give information, knowledge and actual workshop to the pool of Investigators on the proper conduct of Fact-finding Investigation and Formal Investigation.

To this end, we request the attendance of **Atty. Lorenza C. Pitulan**, Attorney IV, Legal Unit, Regional Office XI, along with her team, as guest speakers, namely:

1. **Atty. Shemelyn D. Gamorot-Bilbao**, Attorney III - Regional Office XI, Davao City;
2. **Atty. Darwin Z. Pulido**, Attorney III - Division of Island Garden City of Samal;
3. **Atty. Clarisse Joy C. Arnaez-Llaban**, Attorney III - Division of Digos City;
4. **Atty. Glein Mark Bodiongan**, Attorney III - Division of Davao Occidental;
5. **Atty. Kennerly Albert Malinao**, Attorney III - Division of Tagum City;
6. **Atty. Immaculate Clark-Malinao**, Attorney III - Division of Davao City;
7. **Atty. Annalene A. Dacumos-Villanueva**, Attorney III - Division of Panabo City;
8. **Atty. Vevirlie Gallo**, Attorney III - Division of Davao del Norte;
9. **Atty. Jimar C. Balo**, Attorney III - Division of Davao Oriental; and
10. **Atty. Billy Anjo A. Labradores**, Attorney III - Division of Davao de Oro.



Address: Northern Paligue, Padada, Davao del Sur
Email Address: SDS.davsur@deped.gov.ph
Website: www.depeddavaodelsur.com



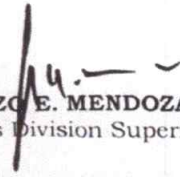
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**Office of the Schools
Division Superintendent**

We believe that given their extensive experience in relation to the conduct of Fact-Finding Investigation and Formal Investigation, they will provide invaluable insight and guidance for the said training.

Hoping for your positive response.

Yours,


LORENZO E. MENDOZA, CESO V
Schools Division Superintendent

DepED
MATATAG



Address: Northern Paligue, Padada, Davao del Sur
Email Address: SDS.davsur@deped.gov.ph
Website: www.depeddavaodelsur.com

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Republic of the Philippines
Department of Education
 Region XI
 Schools Division Office of Davao del Sur
 Brgy. Northern Paligue, Davao del Sur

Division Capacity Building of Personnel on Revised Rules of the DEPED Administrative Cases (DO 49, S. 2006) and Training Workshop on Formal Investigation Procedures and Techniques (BATCH 2) and Legal and Technical Assistance Caravan
 Emilia Healing Resort, Island Garden City of Samal
 March 19-21, 2025

PROGRAM OF ACTIVITIES

DAY 1

TIME	TOPICS	RESOURCE SPEAKERS/IN-CHARGE
10:00 AM - 11:00 AM	REGISTRATION	
11:00 AM - 12:00 NN	OPENING PROGRAM/PRELIMINARIES	AVP
	WELCOME REMARKS/ MESSAGE	LORENZO E. MENDOZA, CESO V Schools Division Superintendent Schools Division of Davao del Sur
	ACKNOWLEDGEMENT OF PARTICIPANTS	ATTY. MARULI ALI G. SANCHEZ Attorney III Schools Division of Davao del Sur
	MESSAGE	ATTY. LORENZA C. PITULAN Attorney IV Deped Regional XI Legal Unit
12:00 NN - 1:00 PM	LUNCH BREAK	
1:00 PM - 2:30 PM	I. DISCUSSION A. DISCIPLINING AUTHORITY AND GROUNDS FOR DISCIPLINARY ACTION	ATTY. LORENZA C. PITULAN Attorney IV Regional Office XI Legal Unit
2:30 PM - 4:00 PM	B. ADMINISTRATIVE OFFENCES AND LATEST JURISPRUDENCE ON THE MATTER	ATTY. DARWIN Z. PULIDO Attorney III Schools Division of Island Garden City of Samal
4:00 PM - 5:00 PM	C. PREVENTIVE SUSPENSION, PENALTIES, STRATEGIES AND CASES	ATTY. BILLY ANJO LABRADORES Attorney III Schools Division of Davao de Oro
5:00 PM - 6:00 PM	DINNER	



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DAY 2

TIME	TOPICS	RESOURCE SPEAKERS/IN-CHARGE
8:00 AM – 9:30 AM	D. MOCK TRIAL AND PRESENTATION	ATTY. JIMAR C. BALO Attorney III Schools Division of Davao Oriental
9:30 AM – 11:00 AM	E. FACT FINDING INVESTIGATION AND PRELIMINARY INVESTIGATION	ATTY. SHEMELYN GAMOROT-BILBAO Attorney III Regional Office XI Legal Unit
11:00 AM – 12:00 NN	F. PROTECTING GOVERNMENT PROPERTIES	ATTY. GLEIN MARK BODIONGAN Attorney III Schools Division of Davao Occidental
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 PM – 2:00 PM	G. CHILD PROTECTION POLICY - Anti-Bullying - Online Child Sexual Exploitation (RA 11930)	ATTY. CLARISSE JOY C. ARNAEZ-LLABAN Attorney III Schools Division of Digos City
2:00 PM – 3:00 PM	H. CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES (RA 6713)	ATTY. LORENZA C. PITULAN Attorney IV Regional Office XI Legal Unit
3:00 PM – 4:00 PM	I. ENVIRONMENTAL LAWS	ATTY. ANNALENE A. DACUMOS-VILLANUEVA Attorney III Schools Division of Panabo City
4:00 PM – 5:00 PM	J. DATA PRIVACY LAW (RA 10173)	ATTY. VEVLIRLIE GALLO Attorney III Schools Division of Davao del Norte
5:00 PM – 6:00 PM	DINNER	



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 Brgy Northern Paligue, Davao del Sur

DAY 3

TIME	TOPICS	RESOURCE SPEAKERS/IN-CHARGE
8:00 AM - 9:00 AM	K. DO 35 S. 2004 – REVISION OF THE GRIEVANCE MACHINERIES OF THE DEPARTMENT OF EDUCATION	ATTY. IMMACULATE CLARK-MALINAO Attorney III Schools Division of Davao City
9:00 AM – 10:00 AM	L. ALTERNATIVE DISPUTES RESOLUTION	ATTY. KENNERLY ALBERT MALINAO Attorney III Schools Division of Tagum City
10:00 AM - 11:00 AM	II. OPEN FORUM WITH SPEAKERS	
11:00 AM - 12:00 AM	WORDS OF APPRECIATION AND AWARDING OF CERTIFICATES <ul style="list-style-type: none"> - Giving of Certificates of Recognition and Token for Resource Speakers - Giving of Certificates of Appreciation for Technical Working Group - Giving of Certificates of Participation for Participants 	LORENZO E. MENDOZA, CESO V Schools Division Superintendent Schools Division of Davao del Sur
	CLOSING REMARKS/ MESSAGE	MARILYN V. DEDUYO, CESO VI Assistant Schools Division Superintendent Schools Division of Davao del Sur
	Photo Op	
12:00 NN – 1:00 PM	LUNCH BREAK	
HOME SWEET HOME		

JOVETH G. TUBIANO
 Project Development Officer I
 Master of Ceremony



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