



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025- 104

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

*Legal Officer*

**JIHAN JANE C. MENDEZ**

*Legal Unit Staff*

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

Date : **March 31, 2025**

This is in reference to the Regional Memorandum ORD- 2025-036 dated March 18, 2025, 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.

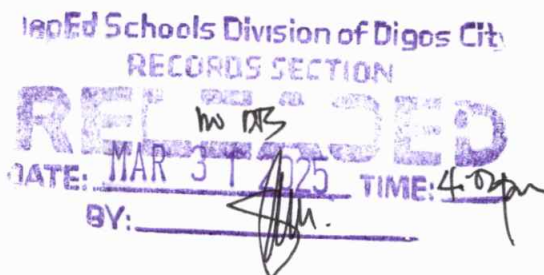
In view thereof, the legal officer and legal unit staff are hereby directed to join the Quarterly Meeting and the conduct of legal assistance on **April 24-25, 2025**, at the **Hotel De Crisbelle, Digos City**.

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.

For and in the absence of the  
Schools Division Superintendent  
**MELANIE P. ESTACIO, PhD., CESO VI**

*Bohol. 03/31/25*  
**CHERRIE ANNE B. BOHOL**  
Education Program Supervisor  
Officer-In-Charge



18358



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

**March 18, 2025**

REGIONAL MEMORANDUM  
ORD-2025-036

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

To: Schools Division Superintendents

1. 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.
2. In view thereof, regional and division lawyers/legal officers, and legal unit staff are directed to join the 1<sup>st</sup> Quarterly Meeting and the conduct of 5th Legal Assistance to be hosted by the Schools Division of Davao del Sur on April 24-25, 2025 at the Hotel de Crisbelle, Digos City. Moreover, the participants for the Legal Caravan will be the Non-Teaching Personnel of that Division.
3. Meals shall be chargeable to Regional Office funds while traveling expenses and other incidental expenses relative to this activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.
4. For strict compliance.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

By: *[Signature]* Date: *March 28, 2025*  
48358

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 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 2. Liezel Egay	2
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. Bodingan 2. Krystal Joyce R. Cimafranca	2
Mati City	1. Atty. Arnold Costelo	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
	<b>Total No. of Participants</b>	<b>25</b>



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

**1st REGIONAL QUARTERLY MEETING OF LAWYERS/  
 LEGAL OFFICERS AND LEGAL PERSONNEL  
 CY 2025**

**April 24-25, 2025**

Hotel de Crisbelle, Digos, Davao del Sur

**Day 1 – April 24, 2025**

**Preliminaries**

- National Anthem
  - Invocation
  - Regional Hymn
  - Recitation: Quality Policy
- } AVP

**Welcome Remarks**

**SDS Lorenzo E. Mendoza**  
 Division of Davao del Sur

**Meeting Proper**

- ❖ Updates and Other concerns Atty. Lorenza C. Pitulan
  - **Briefing for the Legal Assistance**
  - **Reporting/Update per Division**
- ❖ Pending administrative complaints and cases
- ❖ School Sites concerns
- ❖ Other concerns:

Division of Panabo City	Atty. Annalene A. Dacumos
Division of Davao de Oro	Atty. Billy Anjo A. Labradores
Division of Davao del Sur	Atty. Maruli Ali G. Sanchez
Division of Tagum City	Atty. Kenneth Albert R. Malinao
Division of Davao Oriental	Atty. Jimar C. Balo
Division of Davao City	Atty. Immaculate G. Clark-Malinao
Division of IGACOS	Atty. Darwin Z. Polido
Division of Mati City	Atty. Arnold Costelo
Division of Davao Occ.	Atty. Glein Mark L. Bodiongan
Division of Digos City	Atty. Clarisse Joy C. Arnaez-Llaban
Division of Davao del Norte	Atty. Vevirlie O. Gallo



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**Day 2 - April 25, 2025**

**Legal Assistance/Caravan for Non-Teaching Personnel**

Registration	
Preliminaries	
Acknowledgement	
Opening Remarks	SDS Lorenzo E. Mendoza
Rationale of the activity	Atty. Lorenza C. Pitulan
I. Customer Satisfaction Customer Delight Dealing with Clients	Atty. Annalene D. Dacumos
II. Leaves CSC Mandates Habitual Tardiness	Atty. Clarisse Joy C. Arnaiz-Llaban
III. Overview of D.O 49, s. 2006	Atty. Darwin Z. Polido
IV. Protecting Government Properties	Atty. Glein Mark L. Bodingan
V. Financial Literacy	Atty. Kenneth Albert R. Malinao Atty. Immaculate G. Clark-Malinao
VI. Data Privacy Law (RA 10173)	Atty. Billy A. Labradores
VII. ARTA (RA 11032)	Atty. Shemelyn D. Gamorot-Bilbao
VIII. DO 4, s. 2005 Flexible Work Management	Atty. Maruli Ali G. Sanchez
IX. Code of Conduct and Ethical Standards for Public Official and Employees (RA 6713)	Atty. Lorenza C. Pitulan