



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-119

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

Subject : **CORRIGENDUM TO DM-OSDS-2025-104: ATTENDANCE TO
QUARTERLY MEETING WITH SDO LAWYERS AND LEGAL
SECTION IN-CHARGE AND CONDUCT OF LEGAL
ASSISTANCE**

Date : **April 11, 2025**

1. This is in reference to the **Regional Memorandum ORD- 2025-040** dated **April 02, 2025**, re: *Corrigendum to RM-ORD-2025-036 Attendance to Quarterly Meeting with SDO Lawyers and Legal Section In-Charge and Conduct of Legal Assistance in Davao Region.*
2. 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.
3. Pursuant to RM-ORD-2025-036, correction is hereby made.

Schedule	From	To
Quarterly Meeting and Legal Assistance	April 24-25, 2025	April 29-30, 2025

4. Other provisions of the above-cited memorandum remain in effect.
5. 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.
6. For your information and strict compliance.

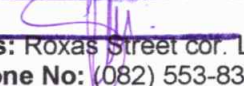

MELANIE P. ESTACIO, PhD., CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: APR 15 2025 TIME: 9:00pm



BY: 
Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

RECORD



25-48875

Republic of the Philippines
Department of Education
DAVAO REGION

April 2, 2025

REGIONAL MEMORANDUM
ORD-2025-040

**CORRIGENDUM TO RM-ORD-2025-036 ATTENDANCE TO QUARTERLY
MEETING WITH SDO LAWYERS AND LEGAL SECTION- INCHARGE
AND CONDUCT OF LEGAL ASSISTANCE**

To: Assistant Regional Director
Schools Division Superintendents

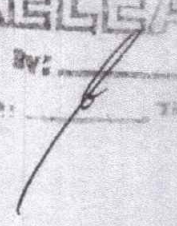
1. Pursuant to RM-ORD-2025-036, correction is hereby made.

Schedule	From	To
Quarterly Meeting and Legal Assistance	April 24-25, 2025	April 29-30, 2025

2. Other provisions of the above-cited memorandum remain.
3. Immediate dissemination of the Memorandum is desired.

ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

By: 
Date: April 10, 2025

ORD / LUI / 14



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

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

Received Schools Division of Digos City
RECORDS SECTION

DATE: MAR 31 2025 TIME: 4:00pm
BY: [Signature]





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 1st 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 - DAVA
RECORDS SECTION
RELEASED

Encl.: As stated

ORD/LU 4/mcc

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



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