



Republic of the Philippines  
Department of Education  
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-126

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

Subject : **Corrigendum to DM-OSDS-2025-119: Change of Venue for the Quarterly Meeting with SDO Lawyers and Legal Section In-Charge and Conduct of Legal Assistance**

Date : **April 28, 2025**

1. This is in reference to the **Regional Memorandum ORD- 2025-046** dated **April 23, 2025**, re: *Corrigendum to RM-ORD-2025-040 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-2025-040, the venue of the activity is hereby amended;

From	To
Hotel De Crisbelle, Digos City	View Point Hotel, Corner Lim, Bataan Street, Digos City

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.

100 Ed Schools Division of Digos City  
RECORDS SECTION

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

**RELEASED**

DATE: APR 28 2025 TIME: \_\_\_\_\_

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

RECORDS

425170570



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

April 23, 2025

REGIONAL MEMORANDUM  
ORD-2025-046

CORRIGENDUM TO RM-ORD-2025-040 ATTENDANCE TO QUARTERLY MEETING  
WITH SDO LAWYERS AND LEGAL SECTION IN-CHARGE AND CONDUCT OF  
LEGAL ASSISTANCE

To: Schools Division Superintendents

1. Pursuant to RM-ORD-2025-040, the venue of the activity is hereby amended.

From	To
Hotel de Crisbelle, Digos City	View Point Hotel, Corner Lim Bataan Street, Digos City

2. All other details in the previous Memorandum remain the same.
3. Immediate dissemination of this Memorandum is advised.

**ALLAN G. FARNAZO**  
Director IV

By the Authority of the Regional Director

Encl.: As stated

ORD/LU 4/mcc

REBONFAMIL R. BAGUIO  
Director III

APR 25 2025



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph







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.

*[Signature]*  
**MELANIE P. ESTACIO, PhD., CESO VI**  
Schools Division Superintendent

DepEd Schools Division Office - Digos City

RECORDS SECTION

**RELEASED**

DATE: APR 15 2025 TIME: 2:00 PM

BY: *[Signature]*

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

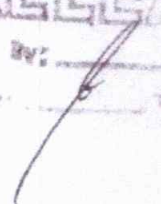
1. Pursuant to RM-ORD-2025-036, correction is hereby made.

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**

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

Received Schools Division of Digos City

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 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

Encl.: As stated

GRD/LU-4/mec



Address: F. Torres St., Davao City (8000)  
Telephone Nos. (082) 291-0051  
Email Address: region11@deped.gov.ph  
Website: www.depeddavao.ph

