



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

Division Memorandum

OSDS-2025-177

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

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

Date : July 2, 2025

This is in reference to the Regional Memorandum ORD-2025-059 dated June 24, 2025, re: Attendance to Quarterly Meeting with SDO Lawyers and Legal Section in-Charge and Conduct of Legal Assistance.

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 offices and legal unit staff, a regular meeting among the aforementioned personnel is deemed important.

In view thereof, you are hereby directed to attend the Quarterly Meeting and the Conduct of 6th Legal Assistance to be hosted by the Schools Division of Davao City on July 24-25, 2025, at Davao City.

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.

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


PETER JASON C. SENARILLOS
Senior Education Program Specialist
Officer-in-Charge

Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: JUL 03 2025 TIME: 8:14 am

BY: 





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Republic of the Philippines
Department of Education
DAVAO REGION

June 24, 2025

REGIONAL MEMORANDUM
ORD-2025-059

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 Quarterly Meeting and the conduct of 6th Legal Assistance to be hosted by the Schools Division of Davao City on July 24-25, 2025 at Davao City. Moreover, the participants for the Legal Caravan will be the School Heads and Public Schools District Supervisors. The venue will be communicated in a separate issuance.
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.

DEPARTMENT OF EDUCATION - DAVAO REGION
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

By: *[Signature]*
Date: *June 30, 2025*

ORD/LU 4/mcc



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Republic of the Philippines
Department of Education
DAVAO REGION

LIST OF PARTICIPANTS

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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	1
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. Angelica G. Celo 2. Vannesa G. Barrete 3. Jomar Dumopoy	2
Davao Del Sur	1. Atty. Maruli Ali G. Sanchez 2. Florentino G. Bernardino III 3. Quennie Albacite Rama	3
Davao Occidental	1. Atty. Glein Mark L. Bodiongan 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
	Total No. of Participants	23