

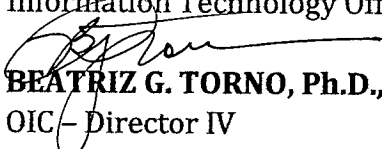



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



Regional Memorandum No: 376 - 2016

To: Schools Division Superintendent
Legal Officers
Information Technology Officers

From: 
BEATRIZ G. TORNO, Ph.D., CESO IV
OIC - Director IV

DEC 15 2016


Subject: **Regional and Division's Legal Officers and Information Officers Interface**

Date: December 12, 2016

1. The Legal Services Information System (2.0) was launched on November 28, 2016. To ensure the effective and efficient use of the system, the Legal Unit, in collaboration with the ICT Unit will be conducting an Interface with the Division's Legal Officers and Information Technology Officers on December 22-23, 2016, to be held at Bangued, Abra.
2. The objectives of the activity are as follows: to review and update the Policy Guidelines of the Legal Services Information System (LSIS) 1.0, and to formulate the Legal Services Information System (LSIS) 2.0 Policy and Guidelines.
3. **Funds will be downloaded to the Schools Division of Abra, thus the accommodation and meals of all the participants will be provided, and to be procured by the host Division.** While the travel expenses shall be charged to local funds subject to the existing DepEd and Commission and Audit (COA) rules and regulations.
4. The participants are expected to be at the venue and checked-in on or before 12:00 noon of December 22, 2016 and will check out on or before December 23, 2016 noon. First meal will be lunch of December 22, 2016 and last will be AM Snack of December 23, 2016.
5. **The concerned participants should inform this Office in case of non-confirmation of their attendance with explanation and for the confirmation of the accommodation reservations not later than December 16, 2016.**
6. For immediate dissemination and compliance.