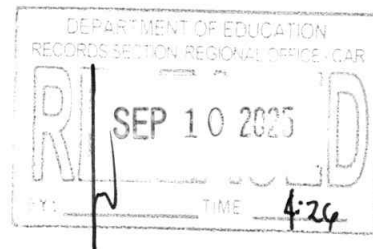




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



September 08, 2025

REGIONAL MEMORANDUM

No. 664.2025

**YEAR END INTERFACE OF RO LEGAL UNIT WITH SDO COUNTERPARTS
(LEGAL SERVICES) AND CONVERGENCE WITH SOME KEY
PERSONNEL FROM RO AND ALL SDOs**

To: Assistant Regional Director
Schools Division Superintendents
Information and Technology Unit
Division Legal Officers
Learners Rights Protection Office Focal
Division Trainers of Project DepEd CAR C.H.I.L.D
Division Information Technology Officers

1. To continuously ensure the effective and efficient provision of Legal Services to all women and men stakeholders, female and male learners in the region, the Office of the Regional Director through the Legal Unit in coordination with the Schools Division Office of Ifugao, will be conducting a Year End Interface with SDO Counterparts;
2. Women and men representatives from all the eight (8) Schools Divisions, and Regional Office Legal Unit personnel will participate in this activity on **November 26-28, 2025** at a venue to be announced later;
3. The objectives of the activity are:
 - a. The conduct of Team Development activities;
 - b. Planning of the LSIS 3.0 Updates on administrative case module and school sites module;
 - c. Presentation of updates/ reports on the roll-out of Project DepEd CAR C.H.I.L.D Training of Trainers
 - d. Issues and Concerns on School Sites Titling
 - e. Planning for CY 2026 activities



4. The expected participants to the interface are as follows:

Office / Section / Unit / Division (Face-to-face)	Number of Participants		
	Female	Male	Total
Division Office			
Four 4 pax per SDO (Composed of the following: Attorney III, Division Trainers of Project DepEd CAR C.H.I.L.D, Learners Rights Protection Office Focal, Schools Sites Focal, Division Engineer, Information Technology Officer)			32
Regional Office			
Atty. Vanessa B. Flora	1		1
Atty. Edward C. Magalalit Jr.		1	1
Jennifer Sapdoy	1		1
Christopher Lao-e			
Ton B. Gabino		1	1
Jumar B. Yago-an		1	1
Clinton Bugtong		1	1
Dalton S. Teliao		1	1
Driver (van)		1	1
Total			40

5. All women and men participants from the Division Offices should confirm their attendance in the activity by accomplishing the attached confirmation slip, and sending it through e-mail at car.legalunit@deped.gov.ph on or before **September 30, 2025**.
6. The arrival of participants at the venue shall be in the afternoon on November 26, 2025. The first meal of the participants will be dinner on the same day, and the last meal will be PM snack on November 28, 2025. Check-in shall be 2:00pm on November 26, 2025 and check-out shall be 12:00nn on November 28, 2025.
7. Meals and accommodation expenses shall be charged to the Regional Office fund which will be downloaded to the Schools Division Office of Ifugao. Attached is the Budget Computation/Requirement for reference. Meanwhile, travel expenses and other incidental expenses thereto shall be charged to local funds subject to usual accounting and auditing rules and regulations.
8. This shall serve as Authority to Travel for the above-named Regional Office participants.
9. For information and guidance.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

Encl: Budget Computation/Requirement
Confirmation Slip

Enclosure 1 to Memorandum ORD-2025 664.2025

**YEAR END INTERFACE WITH SDO COUNTERPARTS (LEGAL SERVICES) AND
CONVERGENCE WITH SOME KEY PERSONNEL FROM ALL SDOs**

BUDGET COMPUTATION/REQUIREMENT

Particulars	ABC	No. of Pax	Total
Board and Lodging (2 days)	2,000.00/day	40	160,000.00
First Meal: November 26, 2025 Dinner			
Last Meal: November 28, 2025 PM Snack			
TOTAL ABC			160,000.00

Enclosure **2** to Memorandum ORD-2025 664.2025

**YEAR-END INTERFACE OF RO LEGAL UNIT WITH SDO COUNTERPARTS
(LEGAL SERVICES) AND CONVERGENCE WITH SOME KEY
PERSONNEL FROM RO AND ALL SDOs**

CONFIRMATION SLIP

Division: _____

Date and Time of Arrival: _____

Position/Designation	Name	Signature
1. Legal Officer		
2.		
3.		
4.		

Approved by:

Schools Division Superintendent

*Note: Kindly scan or take a picture of the accomplished confirmation slip and email to **car.legalunit@deped.gov.ph** on or before September 30, 2025*