



Republic of the Philippines
Department of Education
 Region XI
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

Division Memorandum
 OSDS-2025-0034

To : **ANNALENE A. DACUMOS-VILLANUEVA**, Attorney III

Subject : **ATTENDANCE TO THE DIVISION CAPACITY BUILDING OF PERSONNEL AND LEGAL TECHNICAL ASSISTANCE CARAVAN**

Date : March 18, 2025

Attached is 1st Indorsement relative to the conduct of the Division Capacity Building and Legal and Technical Assistance Caravan of DepEd Division of Davao del Sur requesting the attendance of the Regional and Division Legal Officers to serve as guest speakers. In line with this, you are directed to attend and participate the said activity which will held on March 19-21, 2025 at Emilia Healing Resort, Island Garden City of Samal.

Travel expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For more details, refer to the attached documents.

For strict compliance


JINKY B. FIRMAN, PhD, CESO VI
 Schools Division Superintendent

RELEASED

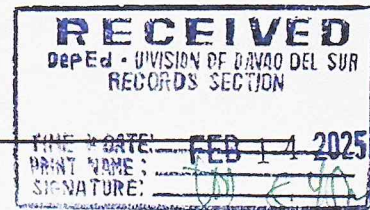
MAR 19 2025

RECORDS SECTION, SDO PANABO CITY
 BY 

Enclosed: as stated
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Republic of the Philippines
Department of Education
DAVAO REGION



1st Indorsement
January 31, 2025

Respectfully referred to the Schools Division Superintendents, the attached letter dated January 23, 2025 from **Lorenzo E. Mendoza**, Schools Division Superintendent of Davao del Sur, requesting the attendance of the Regional and Division Legal Officers to serve as guest speakers to the Division Capacity Building of Personnel on DepEd Order No. 49, s. 2006, Training-Workshop on Formal Investigation Procedures and Techniques (Batch 2) and Legal and Technical Assistance Caravan to be held at Emilia Healing Resort, Island Garden City of Samal on March 19-21, 2025, for appropriate action.

ALLAN G. FARNAZO
Director IV

Re: Division Capacity Building of Personnel,
Training on Formal Investigation Procedures
and Legal and Technical Assistance Caravan

Enclosed: As stated

ORD/LU 2/sbl

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

Re: **F**
Date: **Feb. 04, 2025**
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Republic of the Philippines
Department of Education

Region XI

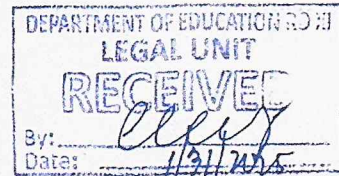
Schools Division Office of Davao del Sur

Office of the Schools
Division Superintendent

January 23, 2025

ALLAN G. FARNAZO, CESO IV

Regional Director
Department of Education
Regional Office XI
Davao City



Dear **Regional Director Farnazo**:

The Department of Education- Schools Division Office of Davao del Sur will be conducting Division Capacity Building of Personnel on Revised Rules of the DEPED Administrative Cases (DO 49, S. 2006) and Training Workshop on Formal Investigation Procedures and Techniques (Batch 2) and Legal and Technical Assistance Caravan to be held at **Emilia Healing Resort, Island Garden City of Samal (IGACOS) on March 19-21, 2025**. This training aims to give information, knowledge and actual workshop to the pool of Investigators on the proper conduct of Fact-finding Investigation and Formal Investigation.

To this end, we request the attendance of **Atty. Lorenza C. Pitulan**, Attorney IV, Legal Unit, Regional Office XI, along with her team, as guest speakers, namely:

1. **Atty. Shemelyn D. Gamorot-Bilbao**, Attorney III - Regional Office XI, Davao City;
2. **Atty. Darwin Z. Pulido**, Attorney III - Division of Island Garden City of Samal;
3. **Atty. Clarisse Joy C. Arnaez-Llaban**, Attorney III - Division of Digos City;
4. **Atty. Glein Mark Bodiongan**, Attorney III - Division of Davao Occidental;
5. **Atty. Kennerly Albert Malinao**, Attorney III - Division of Tagum City;
6. **Atty. Immaculate Clark-Malinao**, Attorney III - Division of Davao City;
7. **Atty. Annalene A. Dacumos-Villanueva**, Attorney III - Division of Panabo City;
8. **Atty. Vevirlie Gallo**, Attorney III - Division of Davao del Norte;
9. **Atty. Jimar C. Balo**, Attorney III - Division of Davao Oriental; and
10. **Atty. Billy Anjo A. Labradores**, Attorney III - Division of Davao de Oro.



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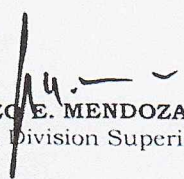
Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur

**Office of the Schools
Division Superintendent**

We believe that given their extensive experience in relation to the conduct of Fact-Finding Investigation and Formal Investigation, they will provide invaluable insight and guidance for the said training.

Hoping for your positive response.

Yours,


LORENZO E. MENDOZA, CESO V
Schools Division Superintendent

DepED
MATATAG



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Republic of the Philippines
Department of Education
 Region XI
 Schools Division Office of Davao del Sur
 Brgy. Northern Paligue, Davao del Sur

**Division Capacity Building of Personnel on Revised Rules of the DEPED
 Administrative Cases (DO 49, S. 2006) and Training Workshop on Formal
 Investigation Procedures and Techniques (BATCH 2) and Legal and Technical
 Assistance Caravan**

Emilia Healing Resort, Island Garden City of Samal
 March 19-21, 2025

PROGRAM OF ACTIVITIES

DAY 1

TIME	TOPICS	RESOURCE SPEAKERS/IN-CHARGE
10:00 AM - 11:00 AM	REGISTRATION	
11:00 AM - 12:00 NN	OPENING PROGRAM/PRELIMINARIES	AVP
	WELCOME REMARKS/ MESSAGE	LORENZO E. MENDOZA, CESO V Schools Division Superintendent Schools Division of Davao del Sur
	ACKNOWLEDGEMENT OF PARTICIPANTS	ATTY. MARULI ALI G. SANCHEZ Attorney III Schools Division of Davao del Sur
	MESSAGE	ATTY. LORENZA C. PITULAN Attorney IV Deped Regional XI Legal Unit
12:00 NN - 1:00 PM	LUNCH BREAK	
1:00 PM - 2:30 PM	I. DISCUSSION A. DISCIPLINING AUTHORITY AND GROUNDS FOR DISCIPLINARY ACTION	ATTY. LORENZA C. PITULAN Attorney IV Regional Office XI Legal Unit
2:30 PM - 4:00 PM	B. ADMINISTRATIVE OFFENCES AND LATEST JURISPRUDENCE ON THE MATTER	ATTY. DARWIN Z. PULIDO Attorney III Schools Division of Island Garden City of Samal
4:00 PM - 5:00 PM	C. PREVENTIVE SUSPENSION, PENALTIES, STRATEGIES AND CASES	ATTY. BILLY ANJO LABRADORES Attorney III Schools Division of Davao de Oro
5:00 PM - 6:00 PM	DINNER	



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DAY 2

TIME	TOPICS	RESOURCE SPEAKERS/IN-CHARGE
8:00 AM – 9:30 AM	D. MOCK TRIAL AND PRESENTATION	ATTY. JIMAR C. BALO Attorney III Schools Division of Davao Oriental
9:30 AM – 11:00 AM	E. FACT FINDING INVESTIGATION AND PRELIMINARY INVESTIGATION	ATTY. SHEMELYN GAMOROT-BILBAO Attorney III Regional Office XI Legal Unit
11:00 AM – 12:00 NN	F. PROTECTING GOVERNMENT PROPERTIES	ATTY. GLEIN MARK BODIONGAN Attorney III Schools Division of Davao Occidental
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 PM – 2:00 PM	G. CHILD PROTECTION POLICY <ul style="list-style-type: none">- Anti-Bullying- Online Child Sexual Exploitation (RA 11930)	ATTY. CLARISSE JOY C. ARNAEZ-LLABAN Attorney III Schools Division of Digos City
2:00 PM – 3:00 PM	H. CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES (RA 6713)	ATTY. LORENZA C. PITULAN Attorney IV Regional Office XI Legal Unit
3:00 PM – 4:00 PM	I. ENVIRONMENTAL LAWS	ATTY. ANNALENE A. DACUMOS-VILLANUEVA Attorney III Schools Division of Panabo City
4:00 PM – 5:00 PM	J. DATA PRIVACY LAW (RA 10173)	ATTY. VEVIRLIE GALLO Attorney III Schools Division of Davao del Norte
5:00 PM – 6:00 PM	DINNER	