



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

Office of the Schools Division Superintendent

Division Memorandum
OSDS-2025-0047

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

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

Date : April 2, 2025

Attached is Regional Memorandum No. 36, s. 2025 dated March 18, 2025, titled **Attendance to Quarterly Meeting with SDO Lawyers and Legal Section In-Charge and Conduct of Legal Assistance**.

As one of the participants of the said meeting and resource speaker of the legal assistance caravan, you are hereby directed to attend and participate the said activity which will be held on **April 24-25, 2025** at **Hotel de Crisbelle, Digos City**.

Meals shall be chargeable to Regional Office funds while travelling expenses and other incidental expenses 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

APR 03 2025

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed: as stated
leg/aad



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.





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 1st 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

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

Encl.: As stated

ORD/LU 4/mcc



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
DAVAO REGION

LIST OF PARTICIPANTS

Office	Names	Numbers
Regional Office	1. Atty. Lorenza C. Pitulan 2. Atty. Shemelyn D. Gamorot- Bilbao 3. Cecille Maria Sheelah Balbas-Limosnero 4. Joan C. Junia 5. Mary Grace C. Cataytay	5
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 2. Jihan Jane Cagas Mendez	2
Island Garden City Of Samal	1. Atty. Darwin Z. Pulido 2. Liezel Egay	2
Davao Oriental	1. Atty. Jimar C. Balo 2. Rien Sanchez Bautista	2
Davao De Oro	1. Atty. Billy Anjo A. Labradores 2. Angelica G. Celo 3. Vannesa G. Barrete	3
Davao Del Sur	1. Atty. Maruli Ali G. Sanchez 2. Maria Fe G. Bernardino	2
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. Vevirle O. Gallo	1
	Total No. of Participants	25



Republic of the Philippines
Department of Education
DAVAO REGION

**1st REGIONAL QUARTERLY MEETING OF LAWYERS/
LEGAL OFFICERS AND LEGAL PERSONNEL
CY 2025**

April 24-25, 2025

Hotel de Crisbelle, Digos, Davao del Sur

Day 1 – April 24, 2025

Preliminaries

- National Anthem
 - Invocation
 - Regional Hymn
 - Recitation: Quality Policy
- } AVP

Welcome Remarks

SDS Lorenzo E. Mendoza
Division of Davao del Sur

Meeting Proper

- ❖ Updates and Other concerns Atty. Lorenza C. Pitulan
 - **Briefing for the Legal Assistance**
 - **Reporting/Update per Division**
- ❖ Pending administrative complaints and cases
- ❖ School Sites concerns
- ❖ Other concerns:

Division of Panabo City	Atty. Annalene A. Dacumos
Division of Davao de Oro	Atty. Billy Anjo A. Labradores
Division of Davao del Sur	Atty. Maruli Ali G. Sanchez
Division of Tagum City	Atty. Kenneth Albert R. Malinao
Division of Davao Oriental	Atty. Jimar C. Balo
Division of Davao City	Atty. Immaculate G. Clark-Malinao
Division of IGACOS	Atty. Darwin Z. Polido
Division of Mati City	Atty. Arnold Costelo
Division of Davao Occ.	Atty. Glein Mark L. Bodiongan
Division of Digos City	Atty. Clarisse Joy C. Arnaez-Llaban
Division of Davao del Norte	Atty. Vevirlie O. Gallo



Republic of the Philippines
Department of Education
DAVAO REGION

Day 2 - April 25, 2025

Legal Assistance/Caravan for Non-Teaching Personnel

Registration	
Preliminaries	
Acknowledgement	
Opening Remarks	SDS Lorenzo E. Mendoza
Rationale of the activity	Atty. Lorenza C. Pitulan
I. Customer Satisfaction Customer Delight Dealing with Clients	Atty. Annalene D. Dacumos
II. Leaves CSC Mandates Habitual Tardiness	Atty. Clarisse Joy C. Arnaiz-Llaban
III. Overview of D.O 49, s. 2006	Atty. Darwin Z. Polido
IV. Protecting Government Properties	Atty. Glein Mark L. Bodiongan
V. Financial Literacy	Atty. Kenneth Albert R. Malinao Atty. Immaculate G. Clark-Malinao
VI. Data Privacy Law (RA 10173)	Atty. Billy A. Labradores
VII. ARTA (RA 11032)	Atty. Shemelyn D. Gamorot-Bilbao
VIII. DO 4, s. 2005 Flexible Work Management	Atty. Maruli Ali G. Sanchez
IX. Code of Conduct and Ethical Standards for Public Official and Employees (RA 6713)	Atty. Lorenza C. Pitulan