



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

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**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

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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:



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 1<sup>st</sup> 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 Crispelle, 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



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. Jean 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. Vevirlie O. Gallo	1
	<b>Total No. of Participants</b>	<b>25</b>



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

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**Welcome Remarks**

**SDS Lorenzo E. Mendoza**  
Division of Davao del Sur

**Meeting Proper**

- ❖ Updates and Other concerns
  - Briefing for the Legal Assistance
  - Reporting/Update per Division
- ❖ Pending administrative complaints and cases
- ❖ School Sites concerns
- ❖ Other concerns:

Division of Panabo City  
Division of Davao de Oro  
Division of Davao del Sur  
Division of Tagum City  
Division of Davao Oriental  
Division of Davao City  
Division of IGACOS  
Division of Mati City  
Division of Davao Occ.  
Division of Digos City  
Division of Davao del Norte

Atty. Annalene A. Dacumos  
Atty. Billy Anjo A. Labradores  
Atty. Maruli Ali G. Sanchez  
Atty. Kenneth Albert R. Malinao  
Atty. Jimar C. Balo  
Atty. Immaculate G. Clark-Malinao  
Atty. Darwin Z. Polido  
Atty. Arnold Costelo  
Atty. Glein Mark L. Bodiongan  
Atty. Clarisse Joy C. Arnaez-Llaban  
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