



Republic of the Philippines  
Department of Education  
Region VI-Western Visayas

**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
Tayum St., Barangay 8, Kabankalan City, Negros Occidental  
Tel. No. (034) 471-2003 • (034) 471-2454



## AUTHORITY TO TRAVEL

CONTROL NO:

14269

REGION VI - WESTERN VISAYAS  
BUREAU/DIVISION/SCHOOL:

SDO Kabankalan City

Date of Filing: October 30, 2019

NAME

Position/Designation

Permanent Station

1. ATTY. RACEL D. MALALU-AN

Attorney-III

SDO Kabankalan City

Purpose of Travel

To attend the 1<sup>st</sup> Mandatory Continuing Legal Education Seminar for DepEd AttorneysActivity Organized/  
Sponsored By

Period Covered

*(Inclusive of Travel Time)*

November 18-23, 2019

Please Check

Official Business

Official Time

Venue/Destination

Metro Manila

Expenses Covered

(subject to the usual accounting and auditing rules and regulations)

Fund Source  
(Pap Code/...)

MOOE/Local Funds

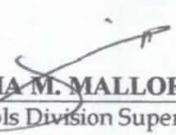
Recommending Approval:

Approved:

  
PETER J. GALIMBA

Asst. Schools Division Superintendent

Date: \_\_\_\_\_

  
PORTIA M. MALLORCA, CESO V

Schools Division Superintendent

Date: \_\_\_\_\_

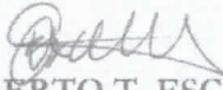


Republic of the Philippines  
**Department of Education**  
DepEd Complex, Meralco Ave., Pasig City

*Office of the Assistant Secretary for Legal Affairs*

**MEMORANDUM**

**FOR :** UNDERSECRETARIES  
ASSISTANT SECRETARIES  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION ATTORNEYS  
OTHER DEPED LAWYER PERSONNEL

**FROM :**   
ATTY. ALBERTO T. ESCOBARTE, CESO III  
Director IV  
Officer-in-Charge, Office of the Assistant Secretary  
Legal Affairs

**SUBJECT :** 1st Mandatory Continuing Legal Education Seminar for  
DepEd Attorneys

**DATE :** October 28, 2019

As the lead agency in upholding the constitutional right to basic education, DepEd is tasked to address and resolve legal matters concerning the Filipino learners. With only 165 lawyers catering 28,000,000 learners, the significance of the legal work of the Department becomes even more magnified. Thus, it is crucial that our lawyers are continuously kept abreast of developments in law and jurisprudence to improve the overall discharge of the public responsibility of the Department. With this in mind, the Legal Affairs Strand, this Department, is organizing a Mandatory Continuing Legal Education (MCLE)-Accredited Seminar for all our attorneys in the central office, regional offices and schools division offices.

The seminar will be held on November 18-23, 2019 (inclusive of travel time) in Metro Manila. An advisory on the venue will be disseminated separately.

The event will be primarily participated in by attorneys of the Legal Affairs Strand in the central, regional and schools division offices of DepEd. Invitation will also be extended to other lawyers in other strands/offices in the central office and different field offices in the regions and divisions. A list of offices with the corresponding number of participants is hereto attached as Annex A.

Confirmation of participants must be done not later than November 8, 2019 via email at [asec.legal@deped.gov.ph](mailto:asec.legal@deped.gov.ph). A confirmation slip is hereto attached as Annex B. Please make sure that all information indicated in the slip are correct and final.

Below are other pertinent details of the activity:

1. Check-in is at 2:00 pm on November 18, 2019 (Day 0), while check-out is at 12:00 noon on November 23, 2018 (Day 5). Accommodation beyond this period will not be covered by the Office.
2. Food will be served starting with dinner on Day 0, while the last meal to be served is lunch on Day 5.
3. All participants are encouraged to be in the venue as early as Day 0 to maximize the credit units of the seminar. Physical presence and prompt attendance are required for the granting of credit units. A copy of the program is attached hereto as Annex C.
4. Travel and other incidental expenses of all participants from the field offices in the regions and divisions shall be charged to local funds, while those of the central office participants are chargeable to the funds of their respective strands.
5. All expenses shall be subject to the usual accounting and auditing rules and regulations.

For inquiries or clarifications, please contact Allan Cairo M. Reyes at telephone no. (02) 636 6550, or e-mail at [allan.reyes004@deped.gov.ph](mailto:allan.reyes004@deped.gov.ph).

Immediate dissemination of and response to this Memorandum is desired.

## Annex C

**Mandatory Continuing Legal Education Seminar for DepEd Lawyers**  
November 19-22, 2019

**P R O G R A M**

Day 1: November 19, 2019	
Time	Activity
7:00 – 7:45 am	Breakfast
7:45 – 8:00 am	Preliminaries
8:00 – 11:00 am (Working break)	<b>Land Registration (MCLE Prescribed Subject)</b> Atty. Robert Nomar Leyretana, CESO II Deputy Administrator for Administration and Finance Land Registration Authority
11:00 am – 12:00 nn	Lunch
12:00 nn - 3:00 pm	<b>Administrative Law and Jurisprudence (Substantive and Procedural Law)</b> Prof. Jacqueline Joyce F. Espenilla
3:00 – 3:15 pm	Health Break (PM Snacks)
3:15 - 6:15 pm	<b>Civil Service Rules and Regulations relating to Settlement of Administrative Cases (ADR)</b> Atty. Vladimir Villacorta

Day 2: November 20, 2019	
Time	Activity
7:00 – 8:00 am	Breakfast
8:00 - 10:00 am	<b>Alternative Dispute Resolution (Administrative Remedies, Offenses and penalties and blacklisting)</b> Atty. Zoilo Andin Jr.
10:00 10:15 am	Health Break (AM Snacks)
10:15 am - 12:15 pm	<b>Evidence Preparation and Appreciation</b> Prof. Dan P. Calica UP College of Law
12:15 - 1:00 pm	Lunch
1:00 - 4:00 pm	<b>Public Funds Accountability</b> Atty. Richard Fulleros, CPA, MBA Division Chief in CPASSSS, Claims and Adjudication Office Commission on Audit
4:00 – 4:15 pm	Health Break (PM Snacks)
4:15 - 6:15 pm	<b>Handling A Child Witness</b> Judge Rosalina L. Pison Retired Judge Regional Trial Court - Quezon City

Day 3: November 21, 2019	
Time	Activity
7:00 – 8:00 am	Breakfast
8:00-11:00 am (Working break)	<b>Rules and Decisions of the Civil Service Commission (Legal Ethics)</b> Asst. Comm. Ariel G. Ronquillo Assistant Commissioner Civil Service Commission
11:00 am – 12:00 nn	Lunch
12:00 - 3:00 pm	<b>Children's Rights (Substantive and Procedural Law)</b> Atty. Alberto T. Muyot Chief Executive Officer Save the Children
3:00 – 3:15 pm	Health Break (PM Snacks)
3:15 - 6:15 pm	<b>Recent Supreme Court Circulars Affecting Lawyers</b> Hon. Raul B. Villanueva Senior Deputy Court Administrator Supreme Court of the Philippines

Day 4: November 22, 2019	
Time	Activity
7:00 – 8:00 am	Breakfast
8:00-10:00 am	<b>International Instruments and Contracts Review (International Law)</b> Atty. Kristine Jazz V. Tamayo
10:00 – 10:15 am	Health Break (AM Snacks)
10:15 am -12:15 pm	<b>Legal Research and Writing (Legal Writing/Oral Advocacy)</b> Atty. Maria Theresa G. Libunao Faculty, Legal Research and Methodology Department Philippine Judicial Academy
12:15 – 1:00 pm	Lunch
1:00 - 3:00 pm	<b>Rewriting the Constitution &amp; TRAIN Act (Legal Writing/Oral Advocacy)</b> Atty. Neri J. Colmenares
3:00 – 3:15 pm	Health Break (PM Snacks)
3:15 - 6:15 pm	<b>Education Related Laws or Gender Laws</b> Atty. Renan G. Ramos Assistant Solicitor General Office of the Solicitor General