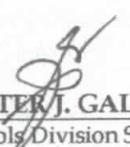
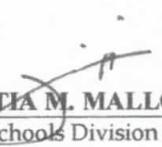




Republic of the Philippines  
Department of Education  
Region VI-Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
Tayum St., Barangay 8, Kabankalan City, Negros Occidental  
Tel. No. (034) 471-2003 • (034) 471-2454



<b><u>AUTHORITY TO TRAVEL</u></b>			CONTROL NO:
REGION VI - WESTERN VISAYAS BUREAU/DIVISION/SCHOOL: SDO Kabankalan City		14444	
Date of Filing:	December 3, 2019		
	<b>NAME</b>	<b>Position/Designation</b>	<b>Permanent Station</b>
	1. ATTY. RACEL D. MALALU-AN	Attorney-III	SDO Kabankalan City
<b>Purpose of Travel</b>	To attend the coordination meetings for Regional and Division Legal personnel		
<b>Activity Organized/ Sponsored By</b>			
<b>Period Covered (Inclusive of Travel Time)</b>	December 16-17, 2019		
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business		<input type="checkbox"/> Official Time
<b>Venue/Destination</b>	Punta Villa Resort, Arevalo, Iloilo City		
<b>Expenses Covered</b>	(subject to the usual accounting and auditing rules and regulations)		
<b>Fund Source (Pap Code/...)</b>	MOOE/Local Funds		
<b>Recommending Approval:</b>	<b>Approved:</b>		
	 <b>PETER J. GALIMBA</b> Asst. Schools Division Superintendent		 <b>PORTIA M. MALLORCA, PhD, CESO V</b> Schools Division Superintendent
Date: _____			Date: _____



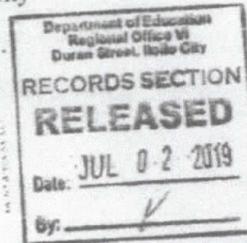
Republic of the Philippines  
 Department of Education  
**REGION VI – WESTERN VISAYAS**  
 Duran Street, Iloilo City



**REGIONAL MEMORANDUM**

No. 190 s. 2019

All Schools Division Superintendents  
 All Others Concerned



JUL 0 2 2019

**ATTENDANCE TO THE COORDINATION MEETINGS FOR REGIONAL AND DIVISION LEGAL PERSONNEL ON JULY 11-12, 2019 AND DECEMBER 16-17, 2019**

1. The Office of the Regional Director, through its Legal Unit, will conduct coordination meetings for Regional and Division Legal personnel on July 11-12, 2019 and December 16-17, 2019.
2. The two coordination meetings will be held at **Punta Villa Resort** in Arevalo, Iloilo City.
3. Required to attend are the following personnel of DepEd Region VI-Western Visayas:

Regional Director	1
Assistant Regional Director	1
ORD-Legal Unit personnel	4
Attorney III or person in-charge of Legal affairs in the Schools Division Office	20
Legal Assistant for the Schools Divisions of Iloilo and Negros Occidental	2
School sites focal persons for the Schools Divisions of Iloilo and Negros Occidental	2
<b>TOTAL NUMBER OF PARTICIPANTS</b>	<b>30</b>

4. Participants from the Division Offices are required to report on the status of the following matters within their respective jurisdiction:
  - a. Administrative complaints and/or cases against teaching and non-teaching personnel;
  - b. Adverse claims involving public school sites, including status of civil cases filed in relation thereto;
  - c. Budgetary requirements for acquisition and titling of school sites;
  - d. Application for issuance of Special Patents.

For the coordination meeting on July 11-12, 2019, the above data should be for the period ending June 30, 2019.

For the coordination meeting on December 16-17, 2019, the above data should be for the period ending November 30, 2019.

5. The same participants are required to submit the following reports on July 11, 2019:
  - a. Sexual Harassment cases;
  - b. Incidents of:
    - Child Abuse;
    - Bullying;

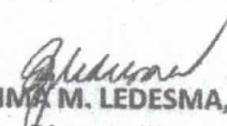
- Children-at-risk and children in conflict with the law;
  - Schools with localized Child Protection and Anti-bullying Policy;
  - Schools with Established Child Protection Committee.
- c. List of school sites that have been issued Special Patents;
- d. Ownership status of public school sites;
- e. List of teaching and non-teaching personnel who are expected to retire between July 15, 2019 to December 31, 2019.

For the format of the above reports, you may coordinate through [engracia.cubita@deped.gov.ph](mailto:engracia.cubita@deped.gov.ph).

6. Below is the schedule of activities:

Date	Time	Activity
July 11, 2019 and December 16, 2019	7:30-8:30 a.m.	<ul style="list-style-type: none"> <li>• Arrival and registration of participants.</li> <li>• Breakfast.</li> </ul>
	8:30 a.m.-9:00 a.m.	Opening Program
	9:00 am- 12:00 noon	Presentation of Division Reports on: <ul style="list-style-type: none"> <li>a. Administrative complaints and/or cases against teaching and non-teaching personnel;</li> <li>b. Adverse claims involving public school sites, including status of civil cases filed in relation thereto;</li> <li>c. Budgetary requirements for acquisition and titling of school sites;</li> <li>d. Application for issuance of Special Patents.</li> </ul> Response from the Regional Office and open forum after each Division presentation.
	12:00 noon-1:30 pm	<b>LUNCH BREAK</b>
	1:30 pm-5:00 pm	Continuation of presentation per Division, with response from the Regional Office and open forum.
	5:00 pm-6:00 pm	Plenary discussion on other matters involving the Legal Affairs strand of DepEd Region VI.
	6:00 pm onwards	Fellowship Dinner
July 12, 2019 and December 17, 2019	6:00 am-10:00 am	<ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Check-out of participants.</li> </ul>

7. Travel and incidental expenses of participants are chargeable to local funds, subject to applicable accounting and auditing law and rules.

  
**MA. GEMMA M. LEDESMA, CESO V**  
 Director III  
 Officer-in-Charge  
 Office of the Regional Director