Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region
SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City
www.depednegor.net negros.oriental@deped.gov.ph SGOD Office (035) 225 - 6180

November 3, 2016

DIVISION MEMORANDUM
No. 664 s. 2016

THREE-DAY SEMINAR-WORKSHOP ON DEPED REVISED RULES AND PROCEDURES IN ADMINISTRATIVE CASES, ADR, CHILD PROTECTION POLICY, ANTI-BULLYING, AND WRITING LEGAL CORRESPONDENCE

TO: District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is NIR Regional Memorandum dated October 24, 2016, announcing the **Three-Day Seminar-Workshop on DepEd Revised Rules and Procedures In Administrative Cases, ADR, Child Protection Policy, Anti-Bullying, and Writing Legal Correspondence** on Nov. 24-26, 2016 at Dumaguete City.

2. For details, see attached memorandum.

3. Herewith is the allocation of participants per district for the division of Negros Oriental. Please give preference to CESWE passers, members of the District/School Grievance Committee and Elementary and Secondary School Heads.

4. Registration fee and other expenses relative to the attendance to this activity is chargeable against Division/School MOOE funds, subject to the usual accounting and auditing rules and regulations.

4. For the information, guidance and compliance of all concerned.

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the ARD
and Concurrent OIC-Office of the SDS

04 NOV 2016

Be One of Us! Be Counted. Let's Practice
W.A.T.C.H.
We Advocate Time Consciousness and Honesty

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ALLOCATION OF PARTICIPANTS PER DISTRICT

DISTRICT	NO. OF PAX	DISTRICT	NO. OF PAX
CANLAON	4	SAN JOSE	3
LA LIBERTAD 1	4	SIBULAN NORTH	4
LA LIBERTAD 2	3	SIBULAN SOUTH	4
JIMALALUD	4	NOHS	3
TAYASAN	4	VALENCIA	4
AYUNGON	4	BACONG	3
BINDOY 1	4	DAUIN	4
BINDOY 2	4	ZAMBOANGUITA	4
MANJUYOD 1	3	SIATON EAST	4
MANJUYOD 2	4	SIATON WEST 1	4
MABINAY 1	4	SIATON WEST 2	4
MABINAY 2	4	STA. CATALINA 1	4
MQABINAY 3	3	STA. CATALINA 2	3
MABINAY 4	3	STA. CATALINA 3	3
AMLAN	4	STA. CATALINA 4	4
TOTAL: 111			

DIVISION OFFICE PARTICIPANTS:

DR. RACHEL B. PICARDAL
DR. CARMELITA A. ALCALA
MRS. ALMA CORA CATACUTAN
MR. RYAN VILLAVECENCIO

RELEASED
CONTROL NO. 2661
RELEASED BY:
DATE RELEASED: 10/25/16

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION

October 24, 2016

REGIONAL MEMORANDUM
No. 268, s. 2016

THREE-DAY SEMINAR-WORKSHOP ON DEPED REVISED RULES AND PROCEDURES IN ADMINISTRATIVE CASES, ADR, CHILD PROTECTION POLICY, ANTI-BULLYING, AND WRITING LEGAL CORRESPONDENCE

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. To capacitate and further update School Heads and Members of Grievance/Investigation Committee on rules and procedures regarding grievance mechanisms and legal correspondence, this Office announces the conduct of a **"Three-Day Seminar-Workshop on DepEd Revised Rules and Procedures in Administrative Cases, ADR, Child Protection Policy, Anti-Bullying, and Writing Legal Correspondence"**.

2. The seminar-workshop will be conducted in two batches.

BATCH	DATE	PARTICIPATING SDOs		VENUE
First	November 21 – 23, 2016	Bacolod City Bago City Cadiz City Escalante City Kabankalan City	La Carlota City Negros Occidental Sagay City San Carlos City Silay City	Bacolod City
Second	November 24 – 26, 2016	Bais City Bayawan City Dumaguete City	Guihulngan City Negros Oriental Tanjay City	Dumaguete City

3. The seminar-workshop further aims to:
   a. discuss sample relevant cases and decisions;
   b. provide opportunities for participants to make legal correspondence; and
   c. update participants on laws, regulations, and policies in the Department of Education.

4. Participants in the seminar workshop are members of the Grievance Committee/ Division Investigation Committee, and Public Elementary and Secondary School Heads. Below is the number of participants allotted per division:

Division	No. of Participants	Division	No. of Participants
Batch 1: Negros Occidental Division Offices			
Bacolod City	50	La Carlota City	45
Bago City	45	Negros Occidental	130
Cadiz City	40	Sagay City	35
Escalante City	35	San Carlos City	35
Kabankalan City	50	Silay City	35
Total (Negros Occidental Participants)			**500**

Division	No. of Participants	Division	No. of Participants
Batch 2: Negros Oriental Division Offices			
Bais City	45	Guihulngan City	50
Bayawan City	50	Negros Oriental	115
Dumaguete City	40	Tanjay City	50
Total (Negros Occidental Participants)			**350**

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5. Registration fee of Two Thousand Five Hundred Pesos (Php2,500.00) will be collected from each participant which shall be paid directly to Legal Officers and Attorneys of DepEd (LOADED), Inc.

6. Registration fee, travelling, and other incidental expenses incurred during the conduct of the activity are chargeable against Division/School MOOE and other local funds subject to the usual accounting and auditing rules and regulations.

7. Board and lodging of participants shall be charged against Regional Funds. First meal of the participants is morning snacks of Day 1 and last meal is afternoon snacks of Day 3. For the members of the Management Team, first meal is dinner of Day 0, while last meal will be afternoon snacks of Day 3.

8. For information and widest dissemination.

GILBERT A. SADSAD, Ph.D, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

OARD/kcp