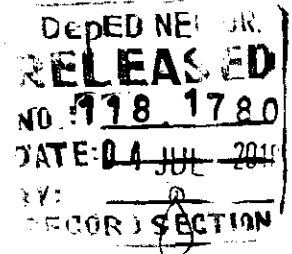


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

DATE: July 3, 2018



**TRAVEL ORDER**  
NO. 809, s. 2018

**TO** : Atty. Sheena A. Alesna, Attorney III  
Marjorie D. Porcina, Legal Assistant I

**PURPOSE** : To attend the 5<sup>th</sup> Batch of the National Training for Legal Officers on Basic Education Laws and Legal Processes

**DATE OF TRAVEL** : July 9-14, 2018

**VENUE** : Ecotech Center, Lahug, Cebu City

ALLOWED/CHARGED TO: (Division MOOE/Local funds subject to the usual accounting and auditing rules and regulations.

  x  : Transportation/per diem and other incidental expenses.

Note: For the details of your travel, please see attached communication.

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent  
Division of Negros Oriental  
7/7/18

SAA

Office of the Secretary  
**Department of Education**

DepEd MEMORANDUM  
No. 10-2018

**FIFTH BATCH OF THE NATIONAL TRAINING OF LEGAL OFFICERS ON BASIC  
REGULATORY LAWS AND LEGAL PROCEDURES**

To: Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd), through the Office of the Undersecretary for Legal Affairs, will conduct the Fifth Batch of the National Training of Legal Officers on Basic Regulatory Laws and Legal Procedures from July 9 to 13, 2018 at the Emilio Aguinaldo Shrine, Cebu City.

2. The training will be:

a. open to all legal officers who have not yet been appointed

b. held in Cebu City, Cebu

c. held from July 9 to 13, 2018

d. held at the Emilio Aguinaldo Shrine, Cebu City

5. Travel expenses of participants from SOCs and SOCs shall be charged to their funds while food and accommodations of all participants and travel expenses of CO participants as well as the CO training materials and other materials required shall be charged to the Legal Service and Department of Education - Related Laws and Rules (LAWR) Fund, subject to the usual accounting and auditing rules and regulations.

6. The legal officers of the SOCs are advised to confirm the attendance of participants, using the manifests provided to the conductors, from their respective SOCs and SOCs to [lawr@deped.gov.ph](mailto:lawr@deped.gov.ph) or to [legal@deped.gov.ph](mailto:legal@deped.gov.ph). The director of Legal Service will assign the legal officers who shall confirm the list of participants from the CO to the secretariat. Each participant is required to bring (a) one laptop, and (b) one flash drive.

7. In preparation for the training, participants are expected to review laws and rules to be discussed in the training as indicated in the above-mentioned training objectives.

8. Likewise, participants are encouraged to submit as of before July 5, 2018 their questions pertaining to the topics to be discussed during the training. Questions may be sent by email to [legal@deped.gov.ph](mailto:legal@deped.gov.ph).

9. For more information, contact:

- Atty. Justina E. Lopez  
Executive Assistant II  
Office of the Undersecretary for Legal Affairs (OULA)  
Department of Education (DepEd) Secretariat  
Dagupan Complex, Alabang, Muntinlupa City