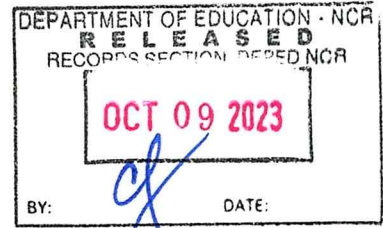




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



9:35 am

REGIONAL MEMORANDUM

ORD-2023-1024

**TO: SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION ATTORNEYS
ALL OTHER CONCERNED PERSONNEL**

FROM: WILFREDO E. CABRAL, CESO III
Regional Director

**SUBJECT: 4th QUARTER LEGAL COORDINATION AND
CONSULTATION MEETING**

DATE: September 25, 2023

1. The **4th Quarter Legal Coordination and Consultation Meeting** will be held on **December 4, 2023, Monday, from 9:00 a.m. to 4:00 p.m.** at the **Valenzuela City Academic Center for Excellence (VALACE)**, MacArthur Highway, Malinta, Valenzuela City, across Valenzuela School of Mathematics and Science.
2. The said event will be hosted by the Schools Division Office of Valenzuela City.
3. Participants for the said activity are selected personnel from the Regional Legal Unit, Division Attorneys and/or Division Legal Coordinator and one (1) legal staff.
4. In connection thereto, all Division Legal Units are directed to prepare for the reporting of their respective accomplishments for Calendar Year 2023 as well as their proposed Programs and Projects (PAPs) for CY 2024.
5. Also, a detailed status report of pending complaints and cases as of October 31, 2023, shall be submitted on or before November 30, 2023, by filling out the online form found on the following link: **<https://bit.ly/LEGALCONSOLIDATOR>**. Hard copy of the report as





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

certified by the Schools Division Superintendents shall be submitted during the meeting on December 4, 2023.

6. Meals and other expenses relative to the conduct of the meeting are chargeable against the MOOE of the Division Office of Valenzuela City and Regional Office while transportation and other incidental expenses of the participants shall be charged from the MOOE of their respective Offices subject to the usual budgeting and accounting rules.

