



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

February 8, 2024

REGIONAL MEMORANDUM
 No. 94,s. 2024

**To: SCHOOLS DIVISION SUPERINTENDENTS
 SUPERVISING IN-CHARGE, OFFICE OF THE REGIONAL DIRECTOR
 DIVISION ATTORNEYS/LEGAL COORDINATOR**

**LEGAL WRITESHOP 2024 AND BENCHMARKING OF DEPED CAR'S LEGAL
 SERVICE INFORMATION SYSTEM (LSIS)**

1. With the aim of unclogging the docket of pending complaints and cases that are already submitted for resolution and/or decision, and to develop a Legal Services Information System, the Department of Education-National Capital Region shall conduct the **LEGAL WRITESHOP 2024 and BENCHMARKING OF DEPED CAR'S LEGAL SERVICE INFORMATION SYSTEM (LSIS)** on **March 11-15, 2024** from **8:00 a.m. to 5:00 p.m.** at **DEPED NEAP CAR**, Wangal, La Trinidad. The said activity shall be participated by selected Regional Legal Unit and ICTU personnel and Division Attorneys as well as selected officials from DepEd-CAR.
2. In this regard, all Division Attorneys/ Legal Coordinator from the sixteen (16) Division Offices are directed to pre-register through this link <https://bit.ly/LEGALWRITESHOP2024andBENCHMARKING> on or before February 16, 2024.
3. Only those who pre-register shall be included in the official list of participants that will be reflected in a subsequent advisory from this Office.
4. The travel expenses of division participants for this activity shall be charged to the Division's MOOE. Expenses for the venue and meals of all participants as well as travel expenses of the Regional Office participants shall be charged from the MOOE of the Regional Office subject to the usual accounting and auditing rules and regulations.

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