



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



June 19, 2024

**REGIONAL MEMORANDUM**

No. 635s. 2024

**To: SCHOOLS DIVISION SUPERINTENDENTS  
DIVISION ATTORNEYS/LEGAL COORDINATOR**

**2<sup>ND</sup> QUARTER LEGAL COORDINATION AND CONSULTATION MEETING 2024**

1. The **2<sup>nd</sup> Quarter Legal Coordination and Consultation Meeting** will be held on **June 28, 2024, Friday**, from **9:00 a.m. to 4:00 p.m.** at **Sucat Senior High School**, Meralco Road, Sucat, Muntinlupa, Metro Manila. The activity will be hosted by SDO Muntinlupa City.
2. Participants in this meeting are the Division Attorneys/Legal Coordinator from the sixteen (16) Schools Division Offices (one participant per SDO only).
3. The proposed agenda of the meeting, are as follows:
  - a. *Palarong Pambansa* 2024 Assignments;
  - b. DepEd NCR LSIS Updates;
  - c. Status updates of the complaints and cases indicated on the tracers that were distributed during the 1<sup>st</sup> Quarter Legal Coordination Meeting;
  - d. Other matters.
4. Meals and other incidental expenses relative to the conduct of the meeting are chargeable against the MOOE of the Division Office of Muntinlupa City 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.
5. For information, guidance and compliance of all concerned.

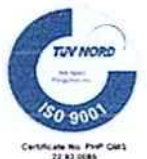
**JOCELYN DR. ANDAYA**  
Director IV

LEGAL/25



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