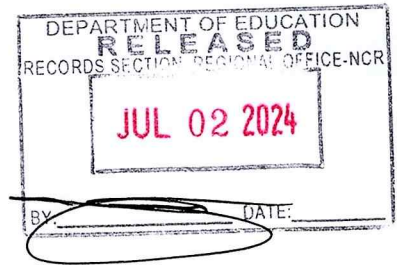




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
 ORD-2024-668

**TO :** **SCHOOLS DIVISION SUPERINTENDENT**  
 SDO Marikina City

**FROM :** **JOCELYN DR. ANDAYA**  
 Director IV

**SUBJECT :** **REQUEST FOR JUSTIFICATION FOR NOT ATTENDING THE LEGAL WRITESHOP AND BENCHMARKING OF DEPED CAR'S LSIS**

**DATE :** June 25, 2024

1. This is in reference to the recently conducted activity titled “*Legal Writeshop and Benchmarking of DepEd CAR’s Legal Service Information System (LSIS)*” at NEAP CAR, Wangal, La Trinidad, Benguet on May 20-24, 2024.
2. Accordingly, this is to request your assistance in securing the explanation or justification of **Atty. Ceasar Augustos E. Cebujano**, Attorney III, Division of Marikina City, as he confirmed his participation by registering through the provided registration link prior to the event but did not attend as scheduled. Regional Memorandum No. 468, s. of 2024 provides that proportionate expenses incurred shall be charged to registered participants who deliberately failed to attend this activity.
3. As part of our commitment to ensuring excellence and successful conduct of our activities, it is essential to document the reasons behind unexpected absences. .
4. In view of the foregoing, **kindly provide within five (5) days from receipt the justification or explanation sought.**
5. For strict and timely compliance.

LEGAL/02



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1



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