



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

August 9, 2024

REGIONAL MEMORANDUM

No. 804, s. 2024

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

COMPLAINTS MANAGEMENT IN THE SCHOOL LEVEL

1. For Calendar Year 2023, DepEd NCR received and docketed four hundred and sixty-four (464) complaints against school personnel. These complaints were brought about by several factors including poor legal management at the school level by school heads coupled by the insufficient knowledge of teachers on legal matters that they should know as public school teachers.
2. In line with this, a seminar entitled, **“COMPLAINTS MANAGEMENT IN THE SCHOOL LEVEL”** will be held on **August 28-30, 2024**, from **8:00 a.m. to 5:00 p.m.** at **DEPED NEAP MARIKINA**, 15 Cepeda St, Marikina, 1807 Metro Manila.
3. The Schools Division Offices shall nominate three (3) participants (School Principals) who shall attend for their respective SDOs.
4. In this regard, the SDO shall direct their nominated participants to accomplish this pre-registration link <https://bit.ly/complaintsmanagement> **on or before August 15, 2024**.
5. The names of the participants once submitted shall be final and irrevocable.
6. Expenses relative to the conduct of the meeting are chargeable against local funds, subject to the usual budgeting and accounting rules.


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