



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025-704

To : **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN**

Subject : **ATTENDANCE TO THE NATIONAL TRAINING ON
PROFESSIONAL DEVELOPMENT FOR LEGAL
OFFICERS**

Date : **October 15, 2025**

In line with Memorandum OULLA-2025-2144 dated October 13, 2025, you are hereby directed to attend the training to be hosted by the DepEd – Office of the Undersecretary for Legal and Legislative Affairs entitled **“NATIONAL TRAINING ON PROFESSIONAL DEVELOPMENT FOR LEGAL OFFICERS”** on **November 4-7, 2025** to be held within the **Davao Region**.

The transportation and meals shall be charged to local funds.

For your information and strict compliance.

For in the absence of the
Schools Division Superintendent
MELANIE P. ESTACIO, Ph.D, CESO VI

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI

Assistant Schools Division Superintendent
DepEd Schools Division Office - In-Charge
RECORDS SECTION

Enclosed: As stated.

RELEASED
DATE: **OCT 15 2025** TIME: **11:57 AM**
BY:





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2025- 2144

**FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : ATTY. FILEMON RAY L. JAVIER
Undersecretary for Legal and Legislative Affairs

ATTY. JANINE NICOLE O. CHUA
Director IV, Legal Service TJOR

**SUBJECT : NATIONAL TRAINING ON PROFESSIONAL DEVELOPMENT FOR
LEGAL OFFICERS**

DATE : OCT 13 2025

The Office of the Undersecretary for Legal and Legislative Affairs through the Legal Division will be holding the "National Training on Professional Development for Legal Officers," which is scheduled on 04-07 November 2025 at Davao City.

The activity aims to equip Legal Officers and/or representatives from the end-user units of the Department of Education (DepEd) with sufficient knowledge and skills in relation to the drafting, review and execution of procurement contracts in anticipation of the full implementation of Republic Act (RA) No. 12009 or the "New Government Procurement Act."

The objectives of the activity are as follows: (1) to identify and provide a comprehensive discussion on the salient provisions of RA No. 12009; (2) to develop familiarity with its Implementing Rules and Regulations (IRR); and (3) to fully understand the application of RA No. 12009 in the context of the procurement activities being implemented by DepEd.

The participants for the activity include Legal Officers and/or representatives from the end-user units who are heavily involved in the different phases/stages of procurement from the Central Office, Regional, and Schools Division Offices nationwide. Attached herewith as **Annex A** to this Memorandum is the "List of Designated Participants per Office" for ready reference.

Attendance in the training shall be on Official Business. Travel expenses of participants from the Regional and Division Offices shall be charged against their local funds. While travel expenses of participants from the Central Office, including the resource persons, facilitators, medical team, and Secretariat, as well as expenses for food, accommodation,

and incidental expenses, shall be charged against the Legal Service and Development of Education-Related Laws and Rules of the Legal Division Continuing Funds, subject to the usual accounting and auditing rules and regulations.

All participants are requested to bring their laptops with extension cords and other necessary writing materials/devices to ensure a conducive learning environment for the entire duration of the activity.

The details on the venue and date of the training are as follows:

DATE (Inclusive of Travel Time)	VENUE *The exact venue shall be announced in a separate Advisory.
04-07 November 2025	Within Region IX (Davao City)

The aforementioned training shall be conducted in-person. The first meal will be served in the afternoon of 04 November 2025, while the last meal will be served at lunchtime on 07 November 2025.

The Program will start at exactly 2:00 PM of Day 1 (04 November 2025) and end at 12:00 PM of Day 4 (07 November 2025). The provision of meals and accommodation shall be as follows:

04 to 07 November 2025				
	Day 1	Day 2	Day 3	Day 4
Breakfast		√	√	√
AM Snack		√	√	√
Lunch		√	√	√
PM Snack	√	√	√	
Dinner	√	√	√	

Participants are requested to accomplish the Registration Form not later than **15 October 2025** through the following link or QR code.



<https://forms.office.com/r/zBUmmpZdEr>

Should there be clarifications, please do not hesitate to coordinate with the Legal Division through Natividad P. Danao, Administrative Officer IV and/or Jennifer P. Zamboanga, Legal Assistant II at telephone no. (02) 8636-6550 or email address ls.ld@deped.gov.ph.

For your information and compliance.



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

ANNEX A

(PARTICIPANTS IN THE DEPED CENTRAL OFFICE)

OFFICE OF THE SECRETARY	2
OFFICE OF THE ASSISTANT SECRETARY FOR INFORMATION & COMMUNICATIONS TECHNOLOGY SERVICE	2
OFFICE OF THE DIRECTOR - ADMINISTRATIVE SERVICE	2
ASSET MANAGEMENT DIVISION - ADMINISTRATIVE SERVICE	1
OFFICE OF THE DIRECTOR - BUREAU OF ALTERNATIVE EDUCATION	1
OFFICE OF THE DIRECTOR - BUREAU OF LEARNING RESOURCES	1
LEARNING RESOURCES PRODUCTION DIVISION	1
LEARNING RESOURCES QUALITY ASSURANCE DIVISION	1
OFFICE OF THE DIRECTOR - BUREAU OF CURRICULUM DEVELOPMENT	1
OFFICE OF THE DIRECTOR - BUREAU OF LEARNING DELIVERY	1
OFFICE OF THE DIRECTOR - FINANCE SERVICE	1
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS	1
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS	1
OFFICE OF THE DIRECTOR - BUREAU OF LEARNER SUPPORT SERVICE	1
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS	7
OFFICE OF THE DIRECTOR - LEGAL SERVICE	3
INVESTIGATION DIVISION - LEGAL SERVICE	10
LEGAL DIVISION - LEGAL SERVICE	32
LEGISLATIVE LIAISON OFFICE	2

SITES TITLING OFFICE	2
LITIGATION AND ALTERNATIVE DISPUTE RESOLUTION DIVISION	2
OFFICE OF THE UNDERSECRETARY FOR HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT	1
OFFICE OF THE DIRECTOR - BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT	1
EDUCATION FACILITIES DIVISION	2
OFFICE OF THE DIRECTOR - PROCUREMENT MANAGEMENT SERVICE	2
CONTRACT MANAGEMENT DIVISION	2
PROCUREMENT PLANNING AND MANAGEMENT DIVISION	2
BAC SECRETARIAT DIVISION	2
OFFICE OF THE DIRECTOR - POLICY AND PLANNING SERVICE	1
PLANNING AND PROGRAMMING DIVISION	1
POLICY RESEARCH AND DEVELOPMENT DIVISION	1
TOTAL	90

(PARTICIPANTS IN THE DEPED REGION AND DIVISION OFFICES)

I (ILOCOS REGION)	20
II (CAGAYAN VALLEY)	18
III (CENTRAL LUZON)	28
IV-A (CALABARZON)	35
IV-B (MIMAROPA)	14
V (BICOL REGION)	22
VI (WESTERN VISAYAS)	16
NEGROS ISLAND REGION	22
VII (CENTRAL VISAYAS)	20
VIII (EASTERN VISAYAS)	20
IX (ZAMBOANGA PENINSULA)	16
X (NORTHERN MINDANAO)	22
XI (DAVAO REGION)	22
XII (SOCCSKSARGEN)	18

XIII (CARAGA ADMINISTRATIVE REGION)	18
CORDILLERA ADMINISTRATIVE REGION	14
NATIONAL CAPITAL REGION	35
TOTAL	360