



Republic of the Philippines  
**Department of Education**

DepEd MEMORANDUM  
 No. **134**, s. 2015

05 NOV 2015

**NATIONAL TRAINING OF LEGAL OFFICERS ON BASIC EDUCATION LAWS  
 AND LEGAL PROCESSES**

To: Undersecretaries  
 Assistant Secretaries  
 Bureau and Service Directors  
 Regional Directors  
 Schools Division Superintendents  
 All Others Concerned

1. In view of the Rationalization Program of the Department of Education (DepEd), there is a need to train the legal officers in the central, regional and schools division offices of the Department, especially considering that a number of these legal officers are newly appointed.

2. In this connection, the Office of the Undersecretary for Legal and Legislative Affairs will conduct the **National Training of Legal Officers on Basic Education Laws and Legal Processes** by batch/region on the following dates with respective venues:

Batch	Region	Date	Venue
1	VI, VII, VIII, IX, X, XI, XII and XIII (Caraga)	December 7-12, 2015	RELC, Davao City
2	I, II, III, IV A, IV B, V, Cordillera Administrative Region (CAR), National Capital Region (NCR) and Central Office (CO)	January 11-16, 2016	Girl Scouts of the Philippines (GSP), Tagaytay City

3. The Training aims to:

a. help the participants acquire/improve knowledge and application on the following:

- i. Philippine Education Laws and Jurisprudence;
- ii. Significant International/Foreign Education Laws, Jurisprudence, and Updates/Trends;
- iii. Basic Administrative Laws and Rules, including Rules of Conduct/Ethics for Government Employees and Lawyers;
- iv. DepEd Order (DO) No. 49, s. 2006 (Administrative Proceedings of DepEd);
- v. DO 35, s. 2004 (Grievance Machinery);
- vi. DO 15, s. 2012 (Alternative Dispute Resolution);
- vii. DO 88, s. 2010 (Regulations for Private Schools);
- viii. Child Protection and Anti-Bullying Laws:
  1. DO 40, s. 2012 (Child Protection Policy)
  2. DO 55, s. 2013 (Implementing Rules and Regulations of Anti-Bullying Law)
- ix. School Sites Tiling;
- x. Procurement Laws and Procedures;
- xi. Office and Case Management; and
- xii. Other related topics.

- b. improve their skills on the following:
    - i. Investigation and Prosecution;
    - ii. Conciliation and Mediation;
    - iii. Legal Research and Writing; and
    - iv. Other related skills.
  - c. help them imbibe the rules of ethics/conduct for government employees and lawyers.
4. The central, regional and schools division offices participants are the following:
- a. **Central Office Participants:**
    - i. Attorneys ( I, III, IV and V)
    - ii. Special Investigators
    - iii. Legal Assistants
  - b. **Regional Participants:**
    - i. Attorney IV
    - ii. Special Investigator
    - iii. Legal Assistant II
  - c. **Schools Division Participants:**
    - i. Attorney III
    - ii. Legal Assistant I

5. All participants are expected to be at the venue on Monday morning, **December 7, 2015** and **January 11, 2016**. Check in time is at 12:00 noon. The first meal to be served is lunch. Check-out time will be after breakfast on Saturday, **December 12, 2015** and **January 16, 2016**. Enclosed is the program of activities.

6. Travel expenses of regional and schools division participants shall be charged to local funds, while food and accommodation of all participants and travel expenses of CO participants as well as CO Training Team and Staff, and other incidental expenses shall be charged to OSEC Funds, subject to the usual accounting and auditing rules and regulations.

7. For more information, all concerned may contact any of the following:

**Atty. Jemirose R. Loot**  
Executive Assistant IV  
Office of the Undersecretary for Legal and Legislative Affairs  
Department of Education (DepEd)  
DepEd Complex, Marikina Avenue, Pasig City  
Telephone No.: (02) 638-8636

**Ms. Natividad P. Danao**  
Secretarial  
Office of the Undersecretary for Legal and Legislative Affairs, DepEd  
Telephone Nos.: (02) 633 7205; (02) 706 4571

8. Immediate dissemination of this Memorandum is desired.

  
**ALBERTO T. MUYOT**  
Undersecretary  
Officer in Charge

**(Enclosure to DepEd Memorandum No. 134 s. 2015)**

**PROGRAM ON THE NATIONAL TRAINING OF LEGAL OFFICERS ON BASIC  
EDUCATION LAWS AND LEGAL PROCESSES**

**SCHEDULE: 1st BATCH - December 7-12, 2015**  
**(Visayas and Mindanao participants, DAVAO RELC)**  
**2nd BATCH - January 11-16, 2016**  
**(Luzon participants, Girl Scout of the Philippines,  
Tagaytay)**

**DAY 1**

Arrival and Registration of Participants  
Lunch

**2:00 Opening Program**

- A. Pambansang Awit
- B. Prayer
- C. Welcome remarks - RD
- D. Message – Usec. Muyot
- E. Introduction of speakers, facilitators, participants
- F. House rules and leveling of expectations

**4:30 BREAK**

Overview of the Department/Orientation on DepEd's Organizational Structure  
in view of the Rationalization Plan

**6:30 DINNER**

**DAY 2**

**8:00 RECAP**

**8:15 Education Laws and Jurisprudence**

**9:15 Civil Service Law and Basics of Administrative Law**

**10:15 BREAK**

**10:30 DepEd Order No. 49, s. 2006 (Administrative Procedure)**

**12:00 LUNCH BREAK (PM)**

**1:30 DepEd Order No. 35, s. 2004 (Grievance Machinery)**

**3:15 DepEd Order No. 15, s. 2012 (Alternative Dispute Resolution)**

**4:30 BREAK**

- 4:45 Investigation strategies and techniques
- 6:30 **DINNER**

### DAY 3

- 8:00 **RECAP**
- 8:15 Workshop (applying Day 2 modules)
- 10:00 **BREAK**
- 10:15 Child Protection and Anti-Bullying Laws  
DepEd Order No. 40, s. 2012 (Child Protection Policy)
- 12:00 **LUNCH BREAK**
- 1:30 Graft and Corruption Law; Code of Ethics
- 3:00 Procurement Laws and Procedures
- 4:30 **BREAK**
- 4:45 School Sites Titling
- 6:30 **DINNER**

### DAY 4

- 8:00 **RECAP**
- 8:15 Workshop (applying Day 3 modules)
- 10:00 **BREAK**
- 10:15 DepEd Order 88, s. 2010 (Regulation of Private Schools)
- 12:00 **LUNCH BREAK**
- 1:30 Legal Research
- 3:00 Legal Writing
- 4:15 **BREAK**
- 4:30 Continuation of Legal Writing
- 6:30 **DINNER**

### DAY 5

- 8:00 **RECAP**
- 8:15 Integrating Workshop (applying Days 2 to 4 modules)
- 10:00 **BREAK**
- 10:15 Office and case management; action planning
- 12:00 **LUNCH**
- 1:30 Evaluation of the Workshop
- 2:30 **CLOSING CEREMONY**