



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY

REGIONAL MEMORANDUM

LEG-2022-006

To: **SCHOOLS DIVISION SUPERINTENDENTS**
*Schools Division Office of Batanes, Cauayan City, Santiago City, and
City of Ilagan*

From: **BENJAMIN D. PARAGAS, PhD, CESO III**
Director IV/Regional Director

Date: 23 June 2022

Subject: **AGREEMENTS DURING THE INTERFACING ACTIVITY
RELATIVE TO THE PROVISION OF LEGAL SERVICES**

1. This is in relation to the Interfacing Activity conducted virtually through Microsoft Teams last 14 June 2022 as attended by the participants from the Schools Division of Batanes, Cauayan City, Santiago City, and City of Ilagan.
2. During the activity, the Regional Office and the concerned Schools Division Offices discussed the Key Result Areas of the Attorney III as well as the deliverables of the Legal Unit. The aim was to arrive at an arrangement regarding the provision of legal services to them taking into account various factors and the unique setting per Schools Division.
3. As a result, the agreements drawn are as follows:
 - a. The Attorney III will serve as a focal person in the handling of legal matters involving the four Schools Division Offices (SDOs). She will provide legal assistance on the basis of need and request.
 - b. Each SDO will identify their respective focal persons to facilitate coordination between the Regional Office and the SDO.
 - c. In order to facilitate the management of concerns and scheduling of legal services, requests for legal assistance will be coursed through the online mechanism to be developed by the Legal Unit, which can be accessed through the following link: www.bit.ly/legassistr2 where SDOs will submit their requests for legal assistance.
 - d. To ensure that the Schools Division Offices are able to monitor their respective concerns, only authorized and identified SDO Focal persons on legal matters will be allowed access to the mechanism. The SDOs are requested to accomplish the following template and submit the same to legal.region2@deped.gov.ph for consolidation.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph

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| Doc Code: | FM-ORD-003 | Rev: | 01 |
| As of: | Jan 25, 2021 | Page: | 1 |

FOCAL PERSON/S ON LEGAL MATTERS

DIVISION: _____

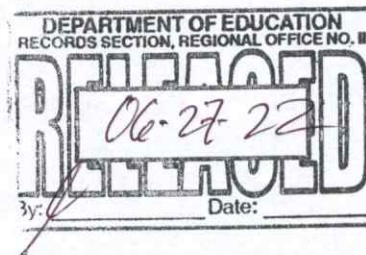
| NAME | POSITION/DESIGNATION | DEPED EMAIL |
|------|----------------------|-------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Approved by:

SDS
(Signature over printed name)

4. For information and compliance.

Incl.: As stated
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.REQUESTS FOR LEGAL ASSISTANCE

This mechanism is meant for the management of requests for legal assistance from certain Schools Divisions.

Upon receipt of your request for legal assistance, it will be evaluated, and you will be informed through e-mail of the possible schedule and/or next steps, as appropriate, within three (3) working days. Hence, it is vital that a valid email address and a working contact number be provided. Please note that our email may be incorrectly tagged as spam and delivered to your JUNK/SPAM folder.

During the interaction, personal information and sensitive details will be required for the purposes of identity verification and for the evaluation of the concern. The personal data will be processed as necessary, and will only be accessed by authorized individuals. Rules on confidentiality and data privacy will be complied with in view of the commitment of the Office to protect client privacy.

It is clarified that this mechanism aims to facilitate coordination between the Regional Office and the Schools Division Office. Thoughts and opinions expressed do not necessarily reflect that of the Office and will be subject to the issuance of the appropriate duly signed official communication.

By accomplishing this Form, the requesting party acknowledges that he/she has read the foregoing information and that he/she has accepted the terms contained herein. Moreover, it is also understood that the client agrees to the collection, processing, and retention of submitted personal information and records for the purposes as mentioned.

legal.region2@deped.gov.ph [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

*** Required**

NAME OF REQUESTING PARTY *

Your answer

POSITION/DESIGNATION *

Your answer



CONTACT NUMBER *

Your answer

SDO *

- Batanes
- Cauayan
- Santiago
- Ilagan

NATURE OF REQUEST *

- Administrative Complaint/Case
- School Site Concern
- Private School Concern
- Court Concern
- Other Legal Concern

BRIEF DESCRIPTION OF REQUEST *

Your answer

PERTINENT DOCUMENTS

 [Add file](#)



PREFERRED SCHEDULE FOR CONSULTATION *

Date

dd/mm/yyyy

MODALITY *

- Video Conferencing
- Face to Face Meeting
- Other:

Clear form

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Page 1 of 1

