



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Kalihim
Office of the Secretary


Direct Line: 633-7208
E-Mail: deped@pacific.net.ph
Website: <http://www.deped.gov.ph>

DepEd MEMORANDUM
No. 8, s. 2003

JAN 15 2003

LEGAL ASSESSMENT AND PLANNING ACTIVITY FOR 2003

To: Regional Directors

1. The Department of Education (DepEd), through the Office of the Undersecretary for Legal Affairs, will conduct a workshop on Legal Assessment and Planning Activity for 2003 involving central and regional legal officers/personnel. This will be a two-day activity on a live-in basis which will be held on January 30-31, 2003 at Mt. Makiling Highland, Makiling, Laguna.
2. The workshop aims to improve/upgrade the delivery of legal service of this Department. Specifically, the objectives of this workshop are the following:
 - a. To discuss the problems encountered which hamper the delivery of an efficient and quality legal service; and
 - b. To come up with a list of projects/activities to be undertaken for the year 2003 and to adopt strategies for their efficient and effective implementation.
3. The Regional Director (RD) shall be responsible for selecting representative and participants to this workshop and their names shall be submitted to the Office of the Undersecretary for Legal Affairs before January 20, 2003.
4. Resource speakers from the Civil Service Commission (CSC), Ombudsman, and Commission on Audit (COA) have been invited to enhance the skills and competence of the legal staff. Please see enclosure for Program of Activities of the said workshop.
5. All expenses incurred by the participants of this workshop such as registration fee and travel expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations. Moreover, all other expenses relative to this activity such as professional fees, supplies, transportation of resource persons and facilitators shall be charged against OSEC funds. Furthermore, Mrs. Mayumi H. Tomelden, Disbursing Officer II, Cash Division, is hereby authorized as Disbursing Officer for this activity.
6. For inquiries, please coordinate with Mr. Rudy Santos and Ms. Karen Morales at tel. Nos. 633-7224 and 633-7259. 

7. Immediate dissemination of this Memorandum to all concerned is desired.


EDILBERTO C. DE JESUS
Secretary

Madel, MPPD, Legal Assessment and Planning Activity for 2003
01-13-03

Reference:

N o n e

Allotment: 1-2—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
WORKSHOPS

2nd DRAFT

LEGAL OFFICE ASSESSMENT AND PLANNING WORKSHOP

Makiling Highlands, Pansol, Laguna

30-31 January 2003

Program of Activities

Day 0 (Wednesday)

4:00 - 5:00	Arrival & Registration	
5:00 - 7:00	Pre Workshop Activity	
	- Invocation	
	- Message	USec. J.L.M. Gascon
	- Introduction of Participants	
	- Levelling of Expectations	
	- Workshop Orientation	
7:00 - 8:00		<i>Dinner</i>
8:00 - 10:00	Free Time	

Day 1 (Thursday)

7:00 - 8:00		<i>Breakfast</i>	
8:00 - 9:00	Review of the Legal Office's Vision, Mission, Mandate and Functions		
9:00 - 10:30	WORKSHOP 1		
	- Performance Assessment (Issue Identification)		
10:30 - 10:45		<i>Coffee Break</i>	
10:45 - 12:00	PLENARY 1		
12:00 - 1:30		<i>Lunch Break</i>	
1:30 - 2:15	Grievances and Disciplinary Procedure (CSC)		Officer from CSC
2:15 - 2:45	Open Forum		
2:45 - 3:15	Graft Prevention (Ombudsman)		Officer from the Office of the Ombudsman
3:15 - 3:45	Open Forum		
3:45 - 4:00		<i>Coffee Break</i>	
4:00 - 4:15	<i>Unfreezing Activity</i>		
4:15 - 5:00	Update on the Rulings of Disbursement (COA)		Officer from COA
5:00 - 5:30	Open Forum		
5:30 - 7:00	WORKSHOP 2		
	- Proposals on How to Improve Problem Areas (Identification of Programs/Projects and Management System)		
7:00 - 8:00		<i>Dinner</i>	
8:30 - up		<i>Fellowship</i>	

Day 2 (Friday)

7:30 - 8:30		<i>Breakfast</i>	
8:30 - 9:00	Recap		
	Ice Breaker		
9:00 - 10:15	PLENARY 2		
10:15 - 10:30		<i>Coffee Break</i>	
10:30 - 12:00	WORKSHOP 3		
	Formulation of Plans (Activities) and Targets		
12:00 - 1:30		<i>Lunch Break</i>	
1:30 - 2:30	PLENARY 3		
2:30 - 3:00	Closing Ceremony		
	Closing Remarks		ASec. Mario Bravo
	Awarding of Certificates		
3:00 - 3:15		<i>Coffee Break</i>	
3:15 - 4:00	Preparation for Departure		
4:00		<i>Departure!!!</i>	