



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

MLA-2022-OSDS- 010

To : **Atty. KATRINA B. ORA**
Administrative Assistant III

From : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent

Subject : **DESIGNATION AS DIVISION LEGAL OFFICER**

Date : June 1, 2022

1. In the exigency of service, you are hereby designated as Legal Officer of the Division of City Schools – Tagbilaran City, effective immediately. You are to be relieved of some of your functions as an Administrative Assistant III of the Division’s Finance Section. You shall assume and perform the duties and responsibilities of a Legal Officer and/or Consultant.
2. The following shall be the general duties and functions of a Legal Officer:
 - a) Develops and manages the strategic framework on the provision of legal services to guide the legal operations of the Division;
 - b) Provides legal advice to the Division; interprets laws and rules affecting the operation of the Division; prepares contracts and instruments to which the Division is a party, and interprets provisions of contracts covering work performed for the Division by private entities;
 - c) Assists DepEd management in the promulgation of rules governing the activities of the Division; prepares comments on proposed legislation concerning the Division; answers legal queries from the public; and
 - d) Assists the Schools Division Superintendent in suits involving the Division or its officers or employees, or acts as their principal counsel in all actions taken in their official capacity before judicial or administrative bodies, and performs such other functions as may be provided by law.
3. This designation does not carry any monetary remuneration but this could be an avenue for your career upward progression.

