



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-2023- 190

TO : **AQUILINO T. MILAR JR. JD, PhD**
Administrative Officer V

FROM : For the SDS:
WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent
ERNESTO Q. ALAS-AS JR. CESE
OIC Assistant Schools Division Superintendent

SUBJECT : **YEAR-END ACTIVITY AND PLANNING**

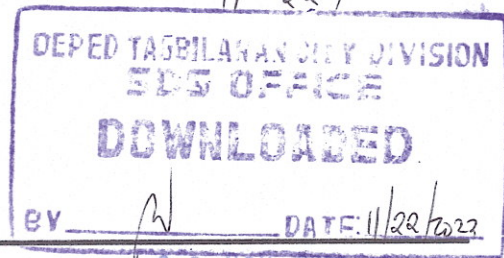
DATE : NOVEMBER 22, 2023

1. Attached is the Regional Memorandum No. 877, s. 2023 disseminating the conduct of **Year-End Activity and Planning** through the Legal Affairs Unit on **December 4-7, 2023** to be hosted by the Division of Danao City. The venue will be announced later.
2. December 4, 2023 shall be considered as travel time and check-in shall be at 2:00 p.m. of said date. The first meal to be served shall be lunch of December 4, 2023. Check-out shall be 12:00 noon of December 7, 2023 and the last meal to be served shall be breakfast of said date.
3. Travelling and other incidental expenses relative to the activity shall be charged against Division MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.
4. For your information, guidance, and compliance.

WDB/EQA/ADMIN/atm



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



20 NOV 2023

Office of the Regional Director



REGIONAL MEMORANDUM

No. 877

YEAR-END ACTIVITY AND PLANNING

To: All Schools Division Superintendents
Officers-in-Charge of Schools Divisions
Concerned Regional Office VII Personnel

1. This Office, through the Legal Affairs Unit, will conduct the Year-End Activity and Planning on December 4-7, 2023 to be hosted by the Division of Danao City. The exact venue will be announced later.
2. Food, venue, and accommodation, shall be chargeable against Regional Office funds and traveling and incidental expenses shall be chargeable against Regional/Division/local funds, subject to the usual accounting and auditing rules and regulations as prescribed by the Commission on Audit (COA).
3. December 04, 2023 shall be considered as travel time and check-in shall be 2:00pm of said date. The first meal to be served shall be lunch of December 04, 2023. Check-out shall be 12:00nn of December 07, 2023 and the last meal to be served shall be breakfast of said date. See Annex A for the Matrix of Activities.
4. Participants to this activity are Regional Office Legal Unit Staff, Division Lawyers and those designated as Legal Officers.
5. Attendance of all identified participants is mandatory. See Annex B for the List of Participants. In the event that an identified participant cannot attend due to important prior commitments, s/he shall send a representative and shall inform the Legal Affairs Unit at least 5 days before the date of the activity.
6. This serves as Travel Order for the identified participants.
7. Immediate dissemination of this Memorandum is enjoined.


SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV 

STJ/LJEB/cjmm



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700

ANNEX A

MATRIX OF ACTIVITIES		
Date/Time	Activity	Focal Person
<u>December 04, 2023</u>	Arrival and Registration	Ms. Joan Mosquera Mr. Mark Adrian Glipa
12:00 NN	First Meal: Lunch	
2:00 PM to 5:00 PM	Check-in PMT Activities and Preparation	
6:00 PM to 7:00 PM	Dinner	
<u>December 05, 2023</u>	Breakfast Preliminaries/ Opening Program:	
7:00 AM to 8:00 AM	<ul style="list-style-type: none"> • Acknowledgement of Participants • Welcome Remarks • Message 	Ms. Joan B. Mosquera Atty. Leslie Joie E. Babatuan RD Salustiano T. Jimenez
8:00 AM to 9:00 AM		
9:00 AM to 11:00 AM	Transformational Leadership and Opportunities for Growth in the Government Service	ARD Cristito A. Eco
11:00 AM to 11:15 AM	Break: Snacks	
11:15 AM to 12:00 NN	Open Forum	
12:00 PM to 1:00 PM	Lunch Break	
1:00 PM to 5:00 PM	Anti-Sexual Harassment Act and Safe Spaces Act	Atty. Orville Dela Cerna
6:00 PM to 7:00 PM	Dinner	
<u>December 06, 2023</u>	Preliminaries	
8:00 AM to 9:00 AM	MOL	
9:00 AM to 12:00 NN	Discussion of Issues and Concerns per SDO	Atty. Leslie Joie E. Babatuan
1:00 PM to 5:00 PM	Planning for CY 2024 PMIS Overview	Atty. Leslie Joie E. Babatuan Ms. Johnnyline P. Jagdon
<u>December 07, 2023</u>		
8:00 a.m. to 12:00 NN	Closing Program and Distribution of Certificate	LAU

ANNEX B

LIST OF PARTICIPANTS**Regional Office Participants**

Name of Participant	Position/ Designation	Office
1. Atty. Leslie Joie E. Babatuan	Attorney IV	RO 7
2. Ms. Cleofe Jane M. Montenegro	Special Investigator III	RO 7
3. Ms. Joan B. Mosquera	Legal Assistant II	RO 7
4. Mr. Mark Adrian M. Glipa	Admin. Assistant I	RO 7
5. Ms. Roselle Aguilar	HRDD	RO 7
6. Ms. Cynthia Miro	QAD	RO 7
7. Ms. Johnnyline P. Jagdon	PDO IV	RO 7
8. ARD Cristito A. Eco	Director III	NCR

Division Office Participants

1. Ms. Michelle Larena	OIC-Legal Officer	Bais
2. Atty. Rori James Lawrence R. Miraflor	Attorney III	Bayawan
3. Atty. Philip Condor	Attorney III	Bogo
4. Atty. Vanessa H. Quijano	Attorney III	Bohol
5. Mr. Renato Lauza	Legal Officer	Canlaon
6. Atty. Beryl B. Mantos	Attorney III	Carcar
7. Atty. Vilpa Villabas	Attorney III	Cebu City
8. Atty. Orville T. dela Cerna	Attorney III	Cebu Province
9. Atty. Aldwin Brian C. Desabille	Attorney III	Danao
10. Ms. Monina Lacson	Legal Officer	Dumaguete
11. Mary Grace Absin Esconde	Legal Officer	Guihulngan
12. Atty. Marricar Runez	Attorney III	Lapu-Lapu
13. Atty. Marinel Oro	Attorney III	Mandaue
14. Mr. Farolito R. Aclan	Legal Officer	Naga
15. Atty. Eduardo Sedillo	Attorney III	Negros Oriental
16. Atty. Rez Jimenez	Attorney III	Siquijor
17. Mr. Aquilino Milar, Jr.	Legal Officer	Tagbilaran
18. Atty. Jeff Mikol Opay	Attorney III	Talisay
19. Mr. Arnold C. Perater	Legal Officer	Tanjay
20. Atty. Sheree Mae S. Gutang	Attorney III	Toledo