



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

Office of the Schools Division
Superintendent

October 14, 2026

DIVISION MEMORANDUM

NO: 863 s. 2026

INVITATION TO UNIVERSITY OF THE PHILIPPINES PARALEGAL PROGRAM (UP PTP)

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates official invitation from Paralegal Secretariat, Paralegal Training Program, content of which is self-explanatory.
2. Participation to the said online activity is **voluntary** and expenses will be charged against **personal funds**.
3. Please see attached invitation for more details.
4. For your information.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD
Asst. Schools Division Superintendent 

WDB/JAAL/SGOD/MCC/fct

Fwd: [UP PTP] Invitation to Contracts 101

From UP Law Center Paralegal Training Program UP Diliman <ptp_law.upd@up.edu.ph>
Date Wed 10/14/2026 10:11 AM
To UP Law Center Paralegal Training Program UP Diliman <ptp_law.upd@up.edu.ph>

You don't often get email from ptp_law.upd@up.edu.ph. [Learn why this is important](#)

Dear Sir/Ma'am:

Greetings!

The **University of the Philippines Paralegal Training Program (UP PTP)** is pleased to announce its Legal Writing Seminar entitled "**Contracts 101**," which will be held on **November 9-10, 2026**, from **8:30 AM to 4:30 PM**, via **Zoom**.

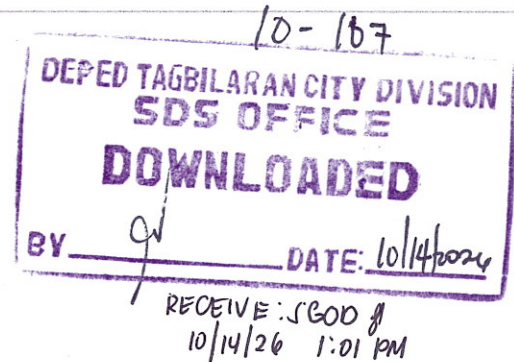
We cordially invite you to this two-day seminar, which will focus on the fundamentals and substantive provisions of the law on obligations and contracts, as well as practical skills in contract drafting.

The seminar will cover the following core topics:

- **Legal Writing Defined**
- **Critical Thinking and Legal Analysis**
- **Elements of Written Contracts**
- **Written Contracts and the Role of Legal Writing (utilizing a sample situation)**
- **Special Contracts**

The Seminar consists of eight **(8) lecture hours** and three **(3) workshop hours**, with exercises and short quizzes integrated throughout the program. Lectures will be delivered by expert resource persons, while participants will be guided by UP PTP mentors during the workshop. Upon completion of the seminar and compliance with the required writing exercises, a Certificate of Participation will be issued by the UP Law Center.

The registration fee is **PHP 4,000.00** per participant, inclusive of the seminar and training materials. As the seminar will be conducted entirely online, participants will attend remotely via Zoom.





UNIVERSITY OF THE PHILIPPINES
LAW CENTER
PARALEGAL TRAINING PROGRAM



CONTRACTS

A LEGAL WRITING SEMINAR

ONLINE VIA ZOOM

Date: November 9-10, 2026
Time: 8:30 AM - 4:30 PM

This two-day seminar will focus on the fundamentals and substantive provisions of the law on obligations and contracts, and on the applied skills in contract writing.

Day 1: Elements of Contract

Day 2: Special Contracts and Writing Workshop



Scan the QR
code to apply

As slots are limited, registration will be on a first-come, first-served basis. To register, please accomplish this application form:
<https://paralegal.law.upd.edu.ph/seminar>.

For further inquiries, you may email us at ptp_law.upd@up.edu.ph, call us at 8920-5514 loc. 313, 113, or reach us through our mobile number at 0905-4330753.

We look forward to having you join us.

PARALEGAL SECRETARIAT

PARALEGAL TRAINING PROGRAM

UP Law Center, Bocobo Hall

Magsaysay Ave. Diliman Quezon City

Website: <https://paralegal.law.upd.edu.ph>

Official FB Page: fb.com/uplawptpofficial

Tel: 8925-5855, 8920-5514 loc. 313, 314, and 113

Mobile: [0917 5805954](tel:09175805954) & 0905 4330753

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