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DATE: AUG 19 2023

Department of Education
Division of Marinduque
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AUG 19 2023

Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Officer-in-Charge, Curriculum Implementation Division
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Office of the Schools Division Superintendent

SUBJECT: **TRAINING ON REVISED RULES ON ADMINISTRATIVE PROCEDURES, GRIEVANCE MACHINERY OF THE DEPARTMENT OF EDUCATION AND OTHER PERTINENT DEPED ORDERS**

DATE: August 2, 2023

1. This Division, through the Legal Unit, shall conduct an activity titled, "Training on Revised Rules on Administrative Procedures, Grievance Machinery of the Department of Education and other Pertinent DepEd Orders" on August 18, 2023 from 8:00 am to 4:00 pm.

2. The objectives of this activity are the following:

- review the Administrative Rules and Regulations, particularly the disciplining authority for teaching and non-teaching personnel;
- review the rules on Grievance Machinery;
- discuss the ADR System- Mediation in the Department of Education;
- increase awareness on the significant DepEd Orders to be applied on a case to case basis;
- address the common issues and complaints against teaching and non-teaching personnel of DepEd; and
- identify the gaps and address the same.

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Malusak, Boac, Marinduque

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3. Participants in this activity are the Public Schools District Supervisors and select heads of public elementary and secondary schools.
4. For questions and other concerns, please contact the Legal Unit:
Ms. Angelica De Castro - 09508307726
5. Attached as enclosures are the following:
 1. Activity Matrix;
 2. List of Participants.
6. Wide and immediate dissemination of the contents of this Memorandum is desired.

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Enclosure No. 1

ACTIVITY MATRIX
 8:00AM – 4:00PM
 SDO Hall, Division of Marinduque
 Malusak, Boac, Marinduque

TIME	ACTIVITY	PERSONNEL INVOLVED
7:30- 8:00	Registration of Participants	LEGAL UNIT
8:00-8:10	Preliminaries	AVP/LEGAL UNIT
	Makabayan Song	
	Prayer	
	Recitation of DepEd Quality Policy Statement	
8:10-8:15	Roll Call of Participants	ANGELICA R. DE CASTRO Legal Assistant
8:15 – 8:25	Welcome Remarks	ATTY. AYZEL LEA R. PALMERO Attorney III
8:25 – 8:30	Statement of Purpose	ANGELICA R. DE CASTRO Legal Assistant
8:30-08:45	Message	DR. LYNN G. MENDOZA OIC, Schools Division Superintendent
8:45-10:15	REVISED RULES OF PROCEDURE OF THE DEPARTMENT OF EDUCATION IN ADMINISTRATIVE CASES	ATTY. AYZEL LEA R. PALMERO Attorney III
10:15-10:30	Snack/Morning Break	
10:30-11:30	GRIEVANCE MACHINERY AT THE DEPARTMENT OF EDUCATION	FELIX M. FAMARAN Assistant Schools Division Superintendent
11:30-12:00	Open Forum	FELIX FAMARAN ATTY. AYZEL LEA PALMERO
12:00-1:00	LUNCH BREAK	
1:00-1:30	Group Activity	PSDS/SCHOOL HEADS
1:30-2:30	ALTERNATIVE DISPUTE RESOLUTION SYSTEM MEDIATION	ATTY. AYZEL LEA R. PALMERO Attorney III
2:30-3:00	GROUP ACTIVITY	PSDS/SCHOOL HEADS
3:00-4:00	Open Forum	

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LIST OF PARTICIPANTS

No.	District/School	School Head
1	BOAC NORTH	AUREA L. MAZO
2	BOAC SOUTH	PABLITO L. ALCOBER
3	BUENAVISTA	MYRA R. LABAY
4	GASAN	DR. ELVIN C. PERLAS
5	MOGPOG	DR. JOSEPHINE V. MARCIANO
6	SANTA CRUZ NORTH	CONSTANCIA R. VASCO
7	SANTA CRUZ EAST	DR. MARIA LOURDES P. RICOHERMOSO
8	SANTA CRUZ SOUTH	WARLITO P. CONSTANTINO
9	TORRIJOS	DR. JAY P. PEÑA
10	TORRIJOS	MARIDEL , G. LINCALLO
11	MARINDUQUE NATIONAL HIGH SCHOOL	DEMOCRITO M. NAZARENO
12	ILAYA NATIONAL HIGH SCHOOL	ROWENA M. LOTO
13	DON LUIS HIDALGO MEMORIAL SCHOOL	ROMUALDO O. MAGCULANG
14	PORAS ELEMENTARY SCHOOL	ROMEO M. MALACAS JR.
15	PILI-BALOGO ELEMENTARY SCHOOL	RICARDO M. MAAÑO
16	CAWIT NATIONAL COMPREHENSIVE HIGH SCHOOL	DINO S. NEPOMUCENO
17	BOAC SOUTH CENTRAL	
18	CAWIT ELEMENTARY SCHOOL	JOEMAR L. LINGA
19	DON SEVERINO LARDIZABAL MEMORIAL SCHOOL	JENNIFER E. MONTE
		ELSA Q. LINGON
20	BANGBANGALON ELEMENTARY SCHOOL	MARY AMOR F. JANDUSAY
21	BUENAVISTA NATIONAL HIGH SCHOOL	THELMA M. SALVACION
22	BAGTINGON NATIONAL HIGH SCHOOL	JOAHNIE S. ALCONERA
23	BUENAVISTA CENTRAL SCHOOL	DEZZA D. PERLAS
24	SIHI ELEMENTARY SCHOOL	
25	PAG-ASA ELEMENTARY SCHOOL	GLEN P. ESPIRITUO
26	BANGBANG NATIONAL HIGH SCHOOL	NORMINDA S. MABAO
27	BOGNUYAN NATIONAL HIGH SCHOOL	MARIVIC L. ZAMORA
28	GASAN CENTRAL SCHOOL	ERLAN M. MAMING
29	TIGUION ELEMENTARY SCHOOL	KATHRYN S. ASUNCION
30	BANGBANG ELEMENTARY SCHOOL	VILLALUZ V. PAHILAGMAGO
31	BALANACAN NATIONAL HIGH SCHOOL	JAYSON M. LUNA
32	BUTANSAPA NATIONAL HIGH SCHOOL	JIMMY M. ROMASANTA
33	MOGPOG NATIONAL COMPREHENSIVE HIGH SCHOOL	MA. CORAZON A. BORJA
34	MOGPOG CENTRAL SCHOOL	LEO L. MAPACPAC
35	NANGKA ELEMENTARY SCHOOL	GINA M. MAPACPAC
36	LANDY NATIONAL HIGH SCHOOL	ROWEL LARIRIT

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