



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



November 11, 2024

**REGIONAL MEMORANDUM**

No. 1196s. 2024

**To: SCHOOLS DIVISION SUPERINTENDENTS  
DIVISION ATTORNEYS/LEGAL COORDINATOR**

**4<sup>th</sup> QUARTER LEGAL COORDINATION AND CONSULTATION MEETING**

1. The **4<sup>th</sup> Quarter Legal Coordination and Consultation Meeting** will be held on **December 4, 2024, Wednesday**, from **9:00 a.m. to 4:00 p.m.** at **Caloocan High School**, F. Roxas St, Grace Park West, Caloocan, Metro Manila.
2. Participants for the said activity are selected personnel from the Regional Legal Unit, Division Attorneys and/or Division Legal Coordinator and one (1) legal staff.
3. The meeting agenda are:
  - a. Reporting of Accomplishments/Program Implementation Review for the CY 2024 (16 SDOs and RO);
  - b. Presentation of PPAs for CY 2025;
  - c. Other issues and concerns.
4. Meals and other expenses relative to the conduct of the meeting are chargeable against the MOOE of the Schools Division Office of Caloocan City and the Regional Office, while transportation and other incidental expenses of the Division Office participants shall be charged from the MOOE of the concerned Division Office/Regional Office, subject to the usual budgeting and accounting rules.

**JOCELYN DR. ANDAYA**  
Director IV



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)



Certificate No. P11P-GMS  
24 93 0193