



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 30, 2025

REGIONAL MEMORANDUM

No 392, s. 2025

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

**1ST LEGAL COORDINATION AND CONSULTATION MEETING FOR CY
2025**

1. The **1st Legal Coordination and Consultation Meeting for CY 2025** will be held on **May 7, 2025, Wednesday**, from **9:00 a.m. to 4:00 p.m.** at the **Department of Education – National Capital Region Varela Hall**, 6 Misamis St., Bago Bantay, Quezon City.

2. Participants for the said activity are personnel from the Regional Legal Unit, Division Attorneys and/or Division Legal Coordinator and one (1) legal staff.

3. The meeting agenda are:

- a. 8888/PAAC issues and concerns;
- b. Terms of Reference on the Participation of Legal Officers in the Palarong Pambansa 2025;
- c. Consultation on the Proposed Regional Memorandum Re: Strengthening Learners' Safety in School;
- d. Review/Signing of the Request of Regional and Schools Division Legal Officers of the Different Schools Division Offices of the Department of Education for Restructure, Additional Staff, Increase in Salary Grade and other related matters; and
- e. Other issues and concerns.

4. Meals and other expenses relative to the conduct of the meeting are chargeable against the MOOE of the Region while transportation and other incidental expenses of the Division Office participants shall be charged from the MOOE of the concerned Division Office subject to the usual budgeting and accounting rules.

JOCELYN DR. ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge,

Office of the Assistant Secretary for Operations

LEGAL/02



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

