



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

October 6, 2021

**REGIONAL MEMORANDUM**

No. **000594**, s. 2021

**WEBINAR ON THE EFFICIENT AND EXPEDIENT MANAGEMENT OF ADMINISTRATIVE CASES AND THE PROPER AND SAFE HANDLING OF CASE RECORDS**

To: Schools Division Superintendents  
Region/Division Legal Officers  
Region/Division Records Officers  
All Others Concerned

1. Attached is a Memorandum from the Office of the Assistant Secretary for Legal Affairs, DepEd Central Office, dated September 29, 2021 relative to the abovementioned Webinar on **October 13-15, 2021** via Microsoft Teams. The deadline for registration is on October 12, 2021 via the link provided in the said memorandum.

2. Immediate dissemination of and compliance with this MEMORANDUM are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

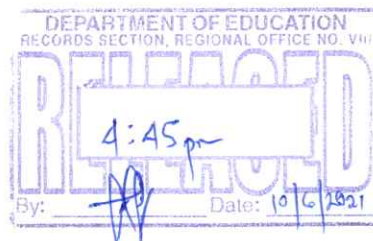
Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

WEBINAR      CASE MANAGEMENT HANDLING OF CASE RECORDS

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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE ASSISTANT SECRETARY LEGAL AFFAIRS

MEMORANDUM

DM-LA-2021-\_\_\_\_\_

**TO :** Regional Directors  
Schools Division Superintendents  
All Others Concerned

**FROM :** **ATTY. ALBERTO T. ESCOBARTE, CESO III**  
Assistant Secretary for Legal Affairs

**SUBJECT :** Invitation to the Webinar on the Efficient and Expedient Management of Administrative Cases and the Proper and Safe Handling of Case Records

**DATE :** September 29, 2021

The Department of Education (DepEd) continues to initiate new efforts to improve compliance with Republic Act (RA) No. 11032, otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018,” which aims to promote integrity, accountability, proper management of public affairs as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government. Being the largest agency of the Executive department and with the occurrence of the COVID-19 pandemic, the efforts of this Department in improving compliance are now beset with additional challenges.

In its endeavor to continue to improve aforementioned compliance and to ensure the efficient and expeditious delivery of services amidst the pandemic, particularly the resolution of administrative cases, the Legal Division, under the Legal Affairs Strand is spearheading the conduct of the webinar entitled: **“Webinar on the Efficient and Expedient Management of Administrative Cases and the Proper and Safe Handling of Case Records”** to be held via Microsoft Teams on the following dates and time:

8:30 AM – 5:00 PM	October 13, 2021
8:00 AM – 5: 00 PM	October 14, 2021
8:00 AM – 4:00 PM	October 15, 2021

The said webinar intends to establish better strategies and mechanisms in the overall handling and management of documents and/or case records, and to create a communication network among records and legal offices of the Department to promote a more efficient exchange of communication.

In view thereof, we cordially invite all DepEd Regional Offices and Schools Division Offices to send their representatives to participate in the event, comprising of the following:

Regional Offices	<ul style="list-style-type: none"> <li>- Two (2) Administrative Officer/Staff under the Records Office</li> <li>- Head of Legal Office or his/her authorized representative</li> <li>- One (1) Document Management Officer in the Legal Office (Administrative Officer/Administrative Support)</li> </ul>
Schools Division Offices	<ul style="list-style-type: none"> <li>- Two (2) Administrative Officer/Support under the Records Office</li> <li>- Head of Legal Office or his/her authorized representative</li> </ul>

**Participants shall register via <https://forms.gle/RkYWu8mQ3NQ1A3zQ8>. The deadline of registration is on October 12, 2021. Only pre-registered participants, those who filled up the attendance form during the webinar and those who will accomplish the pre and post-test shall receive an E-Certificate of Participation.**

Attached is the proposed schedule flow of the webinar for your reference. For inquiries and clarifications kindly contact Ms. Philline Kate M. Dugayo, Technical Assistant II, Legal Division at [philline.dugayo@deped.gov.ph](mailto:philline.dugayo@deped.gov.ph) or at [ls.ld@deped.gov.ph](mailto:ls.ld@deped.gov.ph) and through the following number: 8-637-6206.

**PROPOSED SCHEDULE FLOW OF THE WEBINAR**  
(Subject to Change)

**DAY 1 - WEBINAR**

<b>TIME</b>	<b>ACTIVITY</b>
7:30AM-8:30AM	Registration
8:30AM-8:50 AM	National Anthem and Doxology
8:50AM-9:30AM	Opening Program with Opening Message  Atty. Alberto T. Escobarte, CESO III Assistant Secretary for Legal Affairs
9:30AM-10:00AM	House Rules Overview of the Webinar Program, Objectives and Expected Outputs  Mr. Allan Cairo Reyes Moderator
10:00AM-10:15AM	<b>Health Break</b>
10:15AM-11:30 AM	Topic: Discussion of Workflow process of Administrative Cases and Convergence of the Duties of Records or Data Management Officer to Improve Decongestion of Cases
11:30AM-12:00PM	<b>Workshop 1</b>  Create a flowchart and explain process of handling of administrative case files of records offices for Schools Division Office, Regional Office and Central Office
12:00PM-1:00PM	<b>LUNCH</b>
1:00PM-2:00PM	Continuation of Flowchart creation

2:00PM-3:00PM	Presentation and discussion of output
3:00 PM- 4:00 PM	<b>Workshop 2</b> Determine the Issues/Concerns encountered in the receiving, handling and routing of case file and recommend solution
4:00 PM-5:00 PM	Presentation and discussion of output

## DAY 2 -WEBINAR

TIME	ACTIVITY
7:30AM-8:00AM	Registration
8:00AM-8:10AM	Management of Learnings Session
8:10AM-8:30AM	Prayer
8:30AM-10:00AM	Topic: Duties of Government Agencies in Handling Documents in general, Specific Duties of Records Officers and Digital handling/archiving of records
10:00AM-10:15AM	<b>Health Break</b>
10:15AM-11:30AM	Topic: Continuation of Duties of Government Agencies in Handling Documents in general, Specific Duties of Records Officers and Digital handling/archiving of records
11:30 AM- 12:00 PM	Open forum and awarding of virtual certificate
12:00PM-1:00PM	<b>LUNCH</b>
1:00PM-2:45 PM	Topic: Discussion of the Data Privacy Act 2012
2:45 PM- 3:00 PM	Open forum and awarding of virtual certificate
3:00 PM- 3:15 PM	<b>Health Break</b>
3:15 PM-5:00PM	Topic: Discussion on the treatment of electronic documents in relation to E-Commerce Act and and other relevant laws or

	issuances of the Anti-Red Tape Authority, and the required protective measures to ensure their authenticity and security
5:00 PM – 5:15 PM	Open Forum and awarding of virtual certificate

### DAY 3 - WEBINAR

TIME	ACTIVITY
7:30AM-8:00AM	Registration
8:00AM-8:15AM	Management of Learnings Session
8:15 AM-8:13 AM	Prayer
8:30 AM-10:00AM	Topic: Best Practices on Records Keeping of Case File by Quasi-Judicial Agencies/Supreme Court/lower courts
10:00 AM- 10:15 AM	<b>Health Break</b>
10:15 AM-10:30 AM	Continuation of the Best Practices discussion
10:30 AM-10:45 AM	Open forum and awarding of virtual certificate
10:45AM-12:00AM	<b>Work Shop 3</b> Based on previous sessions update the workflow of document management of case files and consolidate all process flow
	<b>LUNCH</b>
1:00PM-2:00PM	Continuation of the Workshop
2:00PM-3:00PM	<b>Presentation</b>
3:00PM-3:15PM	Health Break
3:15PM-3:30PM	Update on Legal Affairs Complaint and Case Management System (LACCMS) and the Revision of DepEd Order No. 49 s. 2006  -Office of the Assistant Secretary for Legal Affairs
3:30PM -4:00PM	Closing remarks