



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

April 11, 2023

REGIONAL MEMORANDUM

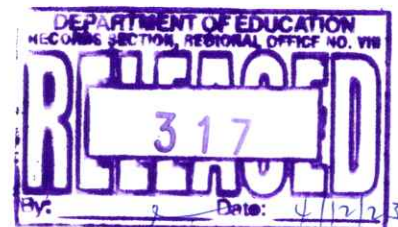
No. **317**, s. 2023

**AGENCY REPORT ON ALTERNATIVE DISPUTE RESOLUTION (ADR)
PROGRAMS AND PROCEDURES OF DEPED FOR CY 2022**

To: **Schools Division Superintendents
All Others Concerned**

1. Attached is Memorandum DM-LLA-2023-0226 dated March 31, 2023, issued by the **Office of the Legal and Legislative Affairs**, relative to the submission of agency report on Alternative Dispute Resolution (ADR) Programs and Procedures of DepEd for CY 2022 in compliance with Memorandum Circular No. 2023-01 from the Department of Justice - Office of the Alternative Dispute Resolution (DOJ-OADR) the. See attached template for reference.
2. Immediate dissemination of and compliance with this Memorandum is desired.


EVELYN R. FETALVERO, CESO IV
Regional Director



Enclosure: As stated.

Reference: Memorandum Circular No. 2023-01

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

Alternative Dispute Resolution

ADR

ORD-LU-ECC



Address: Government Center, Candahug, Palo, Leyte
Telephone Nos.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

VIII



OFFICE OF THE DIRECTOR IV	
Date and Time Received 11 APR 2023	Signature [Signature]
Date and Time Received 11 APR 2023	Signature [Signature]

Republic of the Philippines
Department of Education
 LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
 DM-LLA-2023-0226

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS

FROM : *[Signature]*
JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D
 Undersecretary for Legal and Legislative Affairs

[Signature]
ATTY. AMANDA MARIE F. NOGRALES
 Assistant Secretary for Legal and Legislative Affairs

[Signature]
DIANA MAY V. CABRALES, J.D., LL.M
 Director IV, Legal Service

[Signature]
ATTY. RODEL JAMES R. PULMA
 Attorney V, Legal Division

SUBJECT : Request for data for the 2022 Agency Report on Alternative Dispute Resolution (ADR) Programs and Procedures of the Department of Education

DATE : MAR 31 2023

In compliance with the Memorandum Circular No. 2023-01 dated January 3, 2023 from the Department of Justice - Office for Alternative Dispute Resolution (DOJ-OADR), each agency shall prepare and submit their CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and procedures to DOJ-OADR.

In this regard, the Legal and Legislative Affairs (LLA) hereby requests for data as required by the DOJ-OADR Memorandum Circular No. 2023-01 from the Regional Offices including its respective Schools Division Offices. Attached is the template of the Report on ADR Programs and Procedures to accomplish said compliance, for ready reference.

Kindly submit your compliance reports **on or before April 11, 2023**, to ls.ld@deped.gov.ph.

For further information and clarifications, please contact Legal Division through telephone number (02) 8637-6206.

For your immediate and strict compliance.

Thank you.



Republika ng Pilipinas

Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

OFFICE OF THE DIRECTOR

OM-BHROD-2023-

DEPARTMENT OF EDUCATION
LEGAL AFFAIRS
HELP DESK

RECEIVED
MAR 29 2023
By: *km* Time: *2:20pm*
Doc.#: *9375*
From: *Amorin* (PD)

ENDORSEMENT
March 21, 2023

Respectfully referred to **ATTY. JOSE ARTURO C. DE CASTRO**, Undersecretary of Legal and Legislative Affairs, this Department, the herein letter from the Department of Justice – Office of the Alternative Dispute Resolution (DOJ-OADR) in relation to the Submission of CY 2022 report of Alternative Dispute Resolution (ADR) Programs and Procedures, details of which are stated therein.

This matter is being referred to that Office, considering that the concern therein falls under the jurisdiction of and may best be addressed by that Office. Advise of the action taken thereto is directed to DOJ-OADR.


ATTY. RESTY C. OSIAS
Director IV

[BHROD-PD/Riofrio]



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-_____

TO : Regional Directors
Schools Division Superintendents

FROM : **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational
Development

SUBJECT : Request for data for the 2022 Agency Report on
Alternative Dispute Resolution Programs and
Procedures of the Department of Education

DATE : March 03, 2023

In compliance with the Memorandum Circular No. 2023-01 from the Department of Justice - Office for Alternative Dispute Resolution (DOJ-OADR), each agency shall prepare and submit their CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and procedures to DOJ-OADR.

In this regard, the Bureau of Human Resource and Organizational Development (BHROD) hereby requests for data as required by the DOJ-OADR Memorandum Circular No. 2023-01 from the Regional Offices including its respective Schools Division Offices. Attached is the template of the Report on ADR Programs and Procedures to accomplish said compliance, for ready reference.

The submission of your compliance reports shall be made **on or before March 20, 2023**, to BHROD - Personnel Division at bhrod.pd@deped.gov.ph.

For further information and clarifications, please contact Mr. Joseph Martin C. Riofrio through telephone number 02) 8633-9345 or email at joseph.riofrio@deped.gov.ph.

For immediate compliance. Thank you.

[BHROD-PD/Riofrio]



Joseph Martin Riofrio <joseph.riofrio@deped.gov.ph>

Fwd: (Photocopy) DN 92284 [Official Transmittal Letter] CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and Procedures

1 message

Thu, Feb 9, 2023 at 5:26 PM

Personnel Division <bhrod.pd@deped.gov.ph>

To: Albert Jerome Andres <albert.andres@deped.gov.ph>, Joseph Martin Riofrio <joseph.riofrio@deped.gov.ph>, Joshua Biglang-awa <joshua.biglangawa@deped.gov.ph>

Good Afternoon,

Respectfully forwarding this email for your appropriate action please.

Sincerely,

Personnel Division

Bureau of Human Resource and Organizational Development
(02) 633-9345; 633-6682 (f); 636-6546

Please help us in improving our service by answering our survey form: <https://bit.ly/PersonnelDivFB>

This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.

----- Forwarded message -----

From: **Legal Division** <ls.ld@deped.gov.ph>

Date: Thu, Feb 9, 2023 at 4:46 PM

Subject: Fwd: (Photocopy) DN 92284 [Official Transmittal Letter] CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and Procedures

To: Personnel Division <bhrod.pd@deped.gov.ph>

Cc: Rodel Pulma <rodel.pulma@deped.gov.ph>, Jennifer Zamboanga <jennifer.zamboanga@deped.gov.ph>, Maria Corina Mondejar <maria.mondejar002@deped.gov.ph>, Dante Guasis Jr <dante.guasis@deped.gov.ph>, Dan Mark Guasis <dan.guasis@deped.gov.ph>, Ruth Rana Maningas <ruth.maningas@deped.gov.ph>

Dear Personnel Division,

Attn: Sir Joshua and/or Sir Martin,

Good afternoon po. Respectfully forwarding the (Photocopy) DN 92284 [Official Transmittal Letter] CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and Procedures, for information and compliance po. This was related to DN 91915 CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and Procedures, which was previously forwarded to your Office via email. Please be reminded of the deadline of the submission of CY 2022 Report on Alternative Dispute Resolution (ADR) on or before February 15, 2023. Please copy furnish our Office upon submission of the said report.

Thank you. Please acknowledge receipt of this email.

Regards,

Jennifer P. Zamboanga
Legal Division, Legal Service

Statement of Confidentiality

The contents of this e-mail message and any attachments are confidential and are intended solely for the addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately notify the sender by reply e-mail or phone and delete this message and its attachments, if any.

----- Forwarded message -----

From: **Dan Mark Guasis** <dan.guasis@deped.gov.ph>

Date: Thu, Feb 9, 2023 at 4:20 PM

Subject: (Photocopy) DN 92284 [Official Transmittal Letter] CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and Procedures

To: Rodel Pulma <rodel.pulma@deped.gov.ph>

Cc: Dante Guasis Jr <dante.guasis@deped.gov.ph>, Jennifer Zamboanga <jennifer.zamboanga@deped.gov.ph>, Legal Division <ls.ld@deped.gov.ph>

Good day,

Chief Rodel,

Please see the attached document, "[Official Transmittal Letter] CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and Procedures". I attached the source document and routing slip for reference po.

Regards,

Dan



Dan Mark M. Guasis

Administrative Support II
Legal Service – Legal Division
Department of Education
DepEd Complex, Meralco Avenue, Pasig City
www.deped.gov.ph

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

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2 attachments

DN 92284 Routing Slip.pdf
90K

92284_OSEC.pdf
1658K



[Official Transmittal Letter] CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and Procedures

Mon, Feb 6, 2023 at 11:09 AM

OADR ADR REPORT <adrreport.oadr@gmail.com>
To: osec@deped.gov.ph, oula@deped.gov.ph, leahd@deped.gov.ph

Dear Sir/Madam,

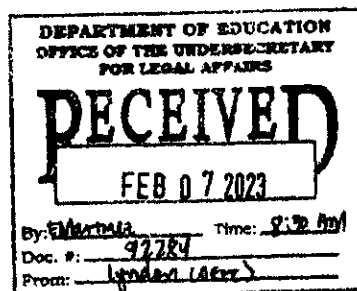
In relation to our previous transmittal, we are resending OADR Memorandum Circular No. 2013-01 dated 03 January 2023 with the official transmittal letter from Executive Director Irene De Torres Alogoc.

For queries, your designated ADR focal persons may directly contact the OADR's Policy Development and Evaluation Division c/o Ms. Rica Santos or Ms. Aiza Torreda at email address, adrreport.oadr@gmail.com. They can also be reached at mobile numbers 09178465420 and 09999988707, respectively.

Kindly acknowledge receipt of this email.

Thank you and best regards,

Policy Development and Evaluation Division
Policy, Compliance and Monitoring Service
DOJ Office for Alternative Dispute Resolution
4th Floor, NFA Building, NFA Compound,
Visayas Avenue, Brgy. Vasra,
Diliman, Quezon City,
Philippines 112
adrreport.oadr@gmail.com



3 attachments

- Department of Education (DepEd) (2).pdf
420K
- M.C.-OADR-guidelines-for-EO-97-report-1-3-23.pdf
301K
- OADR-Agency-Report-Template-2022-for-EO-97.docx
17K



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION

03 January 2023

Vice President SARA Z. DUTERTE
Secretary, Department of Education (DepEd)
DepEd Complex, Meralco Avenue
Pasig City

Dear **Secretary Duterte**:

Greetings from the Office for Alternative Dispute Resolution (OADR).

We are formally transmitting herewith a copy of OADR Memorandum Circular No. 2023-01 dated 03 January 2023, Re: Submission of CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and Procedures.

The said report is pursuant to Executive Order No. 97, s. 2012, conferring upon the OADR the management, development, coordination, and oversight of ADR programs in the Executive Department, and Section 49 of the General Provisions of Republic Act No. 11936, the Fiscal Year 2023 General Appropriations Act.

For queries, your said designated ADR focal persons may directly contact the OADR's Policy Development and Evaluation Division c/o Ms. Rica Santos or Ms. Aiza Torreda at email address, adrreport.oadr@gmail.com. They can also be reached at mobile numbers 09178465420 and 09999988707, respectively.

Thank you and best regards.

Very truly yours,


Atty. IRENE DE TORRES ALOGOC, CESO I
Executive Director V

Report on Alternative Dispute Resolution (ADR) Programs and Procedures
 (as required by Executive Order No. 97, s. 2012)
 For the Year 2022

Agency / GOCC:	Case Statistics				ADR Neutrals			Trainings			Funding		Remarks (including reasons for cases not settled)
	Received/ Handled**	Settled	Not Settled	Pending	No. of In-House Neutrals	No. of Agency-Accredited Neutrals	Names of External ADR Provider Organizations/s (if any)	Dates Covered	No. of Participants	Names of External ADR Training Provider Organization/Resource Persons (if any)	Fund Source	Budget Allocation Amount	

* Briefly describe each ADR program/procedure and the mode used (mediation, conciliation, arbitration, etc.) as mandated or allowed by laws, rules and regulations, including, but not limited to:
 a) Resolution of complaints, disputes and claims among clients, service providers and other external parties.
 b) Grievance, complaints and other administrative dispute resolution mechanisms among agency personnel; and
 c) Administrative resolution of public or external client complaints against agency personnel.
 Attach a copy of governing agency rules/guidelines including service fees and accreditation of external ADR service providers, if any.

** Total number of cases received/handled, including carry over from the previous year.

Prepared by: _____

Reviewed by: _____

Submitted by: _____

Head of Agency
Position

Senior Official in Charge / ADR Focal Person
Position/Designation

Staff in Charge
Position/Designation, Unit

Telephone number: _____
 Email address: _____

Date submitted: _____



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION

MEMORANDUM CIRCULAR NO. 2023-01

FOR : All Heads of Agencies in the Executive Branch Including Departments, Administrative Offices, Quasi-Judicial Agencies, and Government-Owned and Controlled Corporations (GOCCs)

SUBJECT : Submission of CY 2022 Report on Alternative Dispute Resolution (ADR) Programs and Procedures

DATE : 03 January 2023

Background

- 1.0 Section 4 of Executive Order (E.O.) No. 97, s. 2012 directs the mandatory submission of periodic reports from every agency in the Executive Branch to the Office for Alternative Dispute Resolution (OADR).
- 2.0 Section 2.h of the said E.O. mandates the OADR to prepare annual reports on the status of ADR use in agencies, and cause its publication in the OADR website. Section 6 further directs the OADR to regularly submit to the President, through the Executive Secretary, an annual report on the policies, programs, and activities relative to the implementation of the Order.
- 3.0 Section 49 of the General Provisions of Republic Act (R.A.) No. 11936, the Fiscal Year 2023 General Appropriations Act, provides that agencies in the Executive Branch including departments, administrative offices, quasi-judicial agencies and government-owned and -controlled corporations shall develop, implement, and report ADR programs aligned with their respective administrative/regulatory functions and external/internal services in accordance with E.O. No. 97, s. 2012, and applicable issuances of the Department of Justice, the OADR, and other concerned agencies.
- 4.0 The 2023-2028 Philippine Development Plan, particularly Sub-Chapter 13.2 (Enhance Administration of Justice), includes strategies to advance the use of ADR mechanisms at all levels such as the updating, harmonization, and improvement of the Philippine legal framework to strengthen the use of ADR.
- 5.0 R.A. No. 9285 or the Alternative Dispute Resolution (ADR) Act of 2004 defines an "ADR System" as any process or procedure used to resolve a dispute or controversy, other than by adjudication of a presiding judge of a court or an officer of a government agency, as defined in this Act, in which a neutral third party participates to assist in the resolution of issues, which includes arbitration, mediation, conciliation, early neutral evaluation, mini-trial, or any combination thereof.

Guidelines

- 6.0 Each agency shall prepare and submit the Report on ADR Programs and Procedures with the following information and in accordance with the attached template:
- 6.1 Brief description of each ADR program/procedure and the mode used (e.g., mediation, conciliation, arbitration, early neutral evaluation, mini-trial, negotiation) as mandated or allowed by existing laws, rules and regulations, including, but not limited to, the following:
 - 6.1.1 Resolution of complaints, disputes and claims among clients, service providers and other external parties;
 - 6.1.2 Grievance, complaints and other administrative dispute resolution mechanisms among agency personnel; and
 - 6.1.3 Administrative resolution of public or external client complaints against agency personnel.
 - 6.2 Statistics of cases handled/settled through the ADR program or procedure;
 - 6.3 Number of in-house and/or agency-accredited neutrals and name/s of external ADR provider organizations engaged, if there is any;
 - 6.4 Training program conducted and/or participated in by agency personnel including dates covered, number of agency participants, and name/s of external ADR training provider organization or resource persons, if any;
 - 6.5 Fund source and amount of budget allocation, if applicable; and
 - 6.6 Remarks including reasons for cases that are not settled.
- 7.0 Together with the said report, concerned agencies shall submit the following recommendations (in narrative form), if any, as required under Section 5 of E.O. No. 97, s. 2012:
- 7.1 Specific procedures to reduce delay in decision-making; institutionalize the use of ADR process prior to litigation; facilitate self-representation; and expand non-lawyer counselling and representation where appropriate;
 - 7.2 Any change to existing laws to develop, strengthen, and improve ADR practices in their respective agencies in order to encourage the settlement or resolution of the disputes at the agency level so as to minimize the necessity of seeking court relief;
 - 7.3 Specific proposals regarding the establishment, management, monitoring or improvement of ADR programs and policies, and the training, accreditation, and assessment of ADR providers in their respective agencies; and

- 7.4 Such other programs, standards, guidelines or practices as may be required or expedient to implement the basic policy of the law to actively promote party autonomy in the resolution of disputes and encourage and actively promote the use of ADR.
- 8.0 Agencies with ADR programs/procedures shall also attach to the report copies of the governing internal rules/guidelines in place including service fees and accreditation of external ADR service providers, if any.
- 9.0 Pursuant to Section 4 of E.O. No. 97, s. 2012, each agency shall further report to the OADR the designated senior officials and alternates responsible for developing, coordinating, and managing ADR programs and/or other related activities in their respective offices. The said official and alternate shall serve as the ADR focal persons through which the agency can directly coordinate with the OADR.
- 10.0 The designated primary and alternate ADR focal persons shall register their information and submit the signed report along with other documents through this link: bit.ly/2022-adr-report. The OADR will process the agency reports and information submitted through the said facility subject to data privacy laws, rules and regulations.
- 11.0 Agency reports shall be submitted to the OADR on or before 15 February 2023.

Reference and Coordination

- 12.0 For reference, pertinent issuances and policy documents may be accessed online through this link: bit.ly/references-2022-adr-report.
- 13.0 For coordination and queries relative to this Circular, your designated ADR focal persons staff may directly contact the OADR's Policy Development and Evaluation Division through email address, adrreport.oadr@gmail.com.

For guidance and appropriate action.


Atty. IRENE DE TORRES ALOGOC, CESO I
Executive Director V

Enclosure:
Template for Report on Alternative Dispute Resolution (ADR) Programs and Procedures