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

September 16, 2026

REGIONAL MEMORANDUM
No. **1191** s. 2026

CAPABILITY BUILDING FOR DIVISION LEGAL ASSISTANTS

To: Schools Division Superintendents
Division Legal Assistants
All Others Concerned

1. The Legal Unit, Office of the Regional Director, shall conduct a Capability Building for Legal Assistants on **October 27- 29, 2026** at the RELC NEAP Hall 2, Regional Office, Candahug, Palo, Leyte.
2. The activity aims to strengthen the competencies of legal assistants in case monitoring, legal documentation, planning and budgeting, quality management system (QMS) requirements, and other functions in support of the effective delivery of legal services in the Department. The activity shall include the orientation on the application of the R8 Case Monitoring System and writeshop on WFP, PPMP, OPCRF and QMS-related documents;
3. All Division Legal Assistants are requested to bring laptop and physical or electronic copies of forms, templates, planning documents, and QMS-related documents for review and enhancement during the writeshop.
4. Immediate dissemination and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director



Enclosures: Annex 1
References: None

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

LEGAL ASSISTANT

CAPABILITY BUILDING

ORD-LU-MJSC



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CAPABILITY BUILDING FOR DIVISION LEGAL ASSISTANTS

Venue: RELC NEAP Hall 2
Date: October 27-29, 2026 (Tentative)

Time/Day	Day 0	Day 1	Day 2
8:00 AM - 09:00 AM	Arrival of Participants	Preliminaries	Preliminaries
9:00 AM - 12:00 NN		Workshop on the Preparation of Legal Forms/Templates Open Forum	Application on the use of R8 Case Monitoring System School Sites Best Practices Open Forum and Ways Forward
12:00NN-1:00PM	Lunch Break	Lunch Break	Lunch Break
1:00 PM - 5:00 PM	Opening Program Orientation on the application of R8 Case Monitoring System Open Forum and Suggestions	Orientation and writeshop on the preparation of WFP, PPMP, OPCR and QMS related documents Open Forum	Home Sweet Home
6:00 PM	Dinner	Dinner	

Note: First Meal: PM Snack, Day 0; Last Meal: Lunch, Day 2

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Doc. Ref. Code	RO-HRDD-F010	Rev	00
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