



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

October 21, 2026

**REGIONAL MEMORANDUM**

No. **1367** s. 2026

**ADDENDUM TO THE CONDUCT OF CAPABILITY BUILDING  
FOR DIVISION LEGAL ASSISTANTS**

To: Schools Division Superintendents  
Division Legal Assistants  
All Others Concerned

1. In reference to Memorandum No. 1191, s. 2026, titled "Capability Building for Division Legal Assistants," this Office, through the Legal Unit, hereby informs all concerned that the activity will be conducted on **October 26-29, 2026** at the **REL C NEAP- Hall 2**, DepEd Regional Office VIII, Palo, Leyte. Accommodation shall be provided at the RELC Dormitory.
2. The food and accommodation of the participants will be charged against the Office of the Regional Director-Legal Unit's fund. Their travel expenses, on the other hand, shall be charged against the respective local funds of their offices, subject to the usual accounting and auditing rules and procedures.
3. Immediate dissemination of this Memorandum is desired.

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

Enclosures: Memorandum,  
References: None

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

**LEGAL ASSISTANTS**

**CAPABILITY BUILDING**



ORD-LU-MJSC



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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**

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Republic of the Philippines  
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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<br><br>Open Forum                                      | Application on the use of R8 Case Monitoring System<br>School Sites<br><br>Best Practices |
| 12:00NN-1:00PM     | Lunch Break                                                                                                          | Lunch Break                                                                                                 | Open Forum and Ways Forward<br><br>Lunch Break                                            |
| 1:00 PM - 5:00 PM  | Opening Program<br><br>Orientation on the application of R8 Case Monitoring System<br><br>Open Forum and Suggestions | Orientation and workshop on the preparation of WFP, PPMF, OPCRF and QMS related documents<br><br>Open Forum | Home Sweet Home                                                                           |
| 6:00 PM            | Dinner                                                                                                               | Dinner                                                                                                      |                                                                                           |

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

Prepared by:

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Noted by:

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| Doc. Ref. Code | RO-HQD-F010 | Rev  | 00     |
| Effectivity    | 04.03.23    | Page | 1 of 1 |

