



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2021- 577

TO : **DR. JOELYZA S. MIGUEL-ARCILLA, OIC-ASDS**
DR. RACHEL B. PICARDAL, SGOD CHIEF
ATTY. EDUARDO SEDILLO, Legal Officer
DR. CARMELITA A. ALCALA, EPS
DR. ANTONIO B. BAGUIO JR, EPS
DR. RENANTE A. JUANILO, EPS
DR. ANNA LEE A. AMORES, EPS
MR. ARNOLD R. JUNGCO, EPS
MRS. LANI B. YURONG, AO V
MRS. MARICHYLE P. LAJATO, GC
MRS. ROWENA Z. TROFEO, T-III
MR. DARWIN E. LINDAYAO, T-II
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS

FROM : *Senen Paulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
12/01/2021

SUBJECT : **“WRITESHOP ON DRAFTING OF INVESTIGATION REPORTS,
RESOLUTIONS OR DECISIONS, AND ORDERS, AND YEAR END
REVIEW OF LEGAL AFFAIRS”**

DATE : December 1, 2021

1. Please be informed of your attendance for the **“Writershop on Drafting of Investigation Reports, Resolutions or Decisions, and Orders, and Year End Review of Legal Affairs”** on December 13-15, 2021 via MSTeams. Link will be provided by the Legal Affairs Unit (LAU).
2. Division Legal Officers and Designates are requested to prepare a presentation of their activities and accomplishments for the year 2021 which shall be presented on December 15, 2021.
3. For proper guidance and compliance.

SPP/ MKP-JMA-NLR/OASDS-A/ JMA/mvt

11 DEC 2021



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