

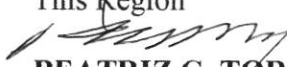


Republic of the Philippines
Department of Education
REGION XIII-Caraga
Butuan City



MEMORANDUM

To : Schools Division Superintendents
Assistant Division Superintendents
Division Legal Officers
This Region

From :  **BEATRIZ G. TORNO, Ph.D., CESO IV**
OIC-Regional Director

Subject : **AMENDMENT re: REGIONAL COMMITTEE TO REVIEW RESOLUTIONS, ORDERS, DECISIONS ON COMPLAINTS, ADMINISTRATIVE CASES COMPOSED OF REGION and ALL DIVISION LEGAL OFFICERS.**

Date : 15 January 2018

This has reference to the previously issued Unnumbered Regional Memorandum relative to the scheduled quarterly meeting of the Regional Review Committee, comprising all Legal Officers (Region and Division) in this Region, which falls on every last Thursday of the quarter to review all Resolutions, Orders, Decisions on Complaints, Administrative Cases composed of Division Legal Officers (Lawyers) and other matters.

In this regard, Schools Division Superintendents/Assistant Superintendents are hereby informed that the schedule for the 1st quarter is scheduled on January 24, 2018 (Wednesday) at 9:00 in the morning, in TDC, Department of Education Caraga Region, J. Rosales Ave., Butuan City.

This memorandum shall serve as their travel authority. Travel expenses incurred by the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Immediate dissemination of this memorandum is highly desired.