



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

July 25, 2024

**REGIONAL MEMORANDUM**

No. **835** s. 2024

**LAUNCHING AND ORIENTATION OF THE LEGAL SERVICES  
INFORMATION SYSTEM (LSIS)**

To: Schools Division Superintendents  
All Others Concerned

1. This Office shall hold the launching and orientation of the Legal Services Information System (LSIS) of DepEd CAR on **August 29-30, 2024** at the **REL-NEAP**, this Regional Office. The system aims to facilitate the management of administrative complaints/cases and other legal services at the Regional and Division offices.
2. The participants in this activity are the division Legal Officers/Legal Section in charge, division Information Technology Officers, Legal and IT personnel from DepEd CAR, and Regional Office VIII Legal Unit staff.
3. The activity is live out, hence, the travel, including the lodging expenses of the participants, shall be charged against their local funds. On the other hand, the participants' food, accommodation of the DepEd CAR participants, and other related expenses are chargeable against the fund of the Legal Unit, this Office.
4. Immediate dissemination and compliance with this memorandum are desired.

**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosures: Activity Matrix

References: As stated

To be indicated in the Perpetual Index under the following subjects

LAUNCHING      LEGAL SERVICES INFORMATION SYSTEM (LSIS)



ORD-LU-ECC



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Republic of the Philippines  
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 REGION VIII - EASTERN VISAYAS

**LAUNCHING AND ORIENTATION OF THE LEGAL SERVICES INFORMATION SYSTEM (LSIS) AT  
 DEPED ROVIII**

Venue: RELC-NEAP, DEPED RO VIII  
 Date: AUGUST 29-30, 2024

**CLASS 1**

Time/Day	Day 0	Day 1	Day 2
7:00 AM- 08: 00 AM	Arrival	Registration	Preliminaries
08:01 AM- 09:00 AM		Preliminaries	LSIS Dry Run
9:15 AM- 12:00 PM		Orientation on LSIS	
01:01 PM- 02:00 PM		MOA-Signing	<b>End of activity/Departure</b>
02:01 PM- 05:00 PM		Presentation of Pending Complaints/Cases	
6:00 PM		Dinner	

Prepared by:

  
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 Attorney IV

Noted by:

**EVELYN R. FETALVERO, CESO IV**  
 Regional Director



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