



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

August 12, 2025

To: Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Division / District ASSERT CL UNION Officers  
All Others Concerned

Relative to Regional Memorandum No. 246, s. 2025, the Action for Solidarity for the Empowerment of Teachers, Central Luzon Union (ASSERT CL UNION) will conduct its Paralegal Training Program on August 14–15, 2025 at Teachers' Camp, Baguio City, targeting Division and District ASSERT CL UNION Officers. Participation shall be on official business, subject to fund availability, with a registration fee of ₱2,000.00 per participant to cover meals, kits, venue, and administrative costs; travel expenses may be charged against MOOE/local funds in accordance with accounting and auditing rules. For inquiries, please contact Mr. Alvaro R. Pabustan, Jr. (0917-193-7219), Mr. Ariel A. Bajares (0925-716-7852), or Mr. Alex Dela Cruz (0975-605-5457).

Wide dissemination of this information is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

**DIVISION LETTER**

No. 71, s. 2025

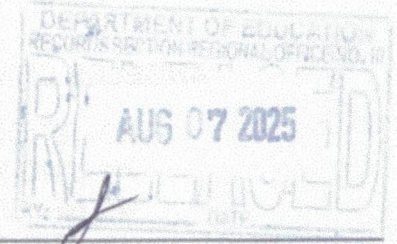


RECEIVED  
AUG 08 2025

By: \_\_\_\_\_  
Time: \_\_\_\_\_



Republic of the Philippines  
Department of Education  
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 246 s. \_\_\_\_\_, 2025

**PARALEGAL TRAINING PROGRAM OF ASSERT CL UNION LEADERS**

To: Schools Division Superintendent  
Elementary School Principals/Head Teachers/TIC's/OIC's

The Action for Solidarity for the Empowerment of Teachers, Central Luzon Union (ASSERT CL UNION) will hold its **PARALEGAL TRAINING PROGRAM OF ASSERT CL UNION LEADERS** August 14-15, 2025, at Teachers' Camp Baguio City.

1. The training aims to foster awareness, improve due process adherence, and empower teachers and staff across our region.
2. The target participants are the Division and District ASSERT CL UNION Officers.
3. Participation is on official business subject to the availability of funds.
4. A registration fee of two thousand pesos (Php 2,000.00) shall be charged from each participant to defray expenses for meals, conference kits, venue, honoraria for speakers and other administrative costs charged against MOOE/local funds. Likewise, transportation / travel expenses can also be charged to MOOE/local funds subject to the usual accounting and auditing rules and regulations. Registration fee shall be collected on the venue.
5. In consideration of travel time, August 13 (Day 0) shall be accorded to participating leaders.
6. For more information, contact the following Union officers:
  - Alvaro R. Pabustan, Jr -0917-193-7219
  - Ariel A. Bajares -0925-716-7852
  - Alex Dela Cruz -0975-605-5457
7. Immediate and wide dissemination of this Memorandum is desired.

**RONNIE S. MALLARI PhD CESO V**  
Regional Director





**ASSERT-CL UNION**

Action and Solidarity for the Empowerment of Teachers

DOLE Union Reg. No. 1898  
CSC Accreditation Certificate No. 1616  
CSC CNA Registration No. 3375

July 15, 2025

**DR. RONNIE S. MALLARI PhD., CESO V**

Regional Director

Department of Education – Region III

City of San Fernando, Pampanga

***Subject: Request for Issuance of DepEd Regional Memorandum/Order for the Paralegal Training on August 14-15, 2025, at Teachers Camp, Baguio City.***

Dear Sir:

Warm greetings!

The Assert CL Union respectfully requests the support of the Department of Education Regional Office III in issuing a DepEd Memorandum or DepEd Order to provide official administrative endorsement for the upcoming Part 1 Paralegal Training, scheduled on August 14–15, 2025, at Teachers Camp, Baguio City.


This issuance is vital in formally recognizing the activity as an official function, thereby allowing full participation of designated attendees on official business.

The training is intended to equip selected education personnel with fundamental legal knowledge and skills relevant to their roles as school-based paralegals. It aims to foster legal awareness, improve due process adherence, and empower teachers and staff across our region. Attendance at this activity is on **official business**. A registration fee of ₱2,000 per participant will be collected, which may be chargeable against school MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

We believe that the release of an official memorandum or order will significantly facilitate coordination and compliance from the relevant divisions and offices.

Thank you very much for your steadfast support and continued commitment to the professional and legal empowerment of our education workforce.

Sincerely,

  
**ALVARO R. PABUSTAN JR.**

Vice President – ASSERT CL

President - ASSERT CL Pampanga Chapter

09171937219



## ACTIVITY MATRIX

Day 1 – August 14, 2025 (THURSDAY)	
Time	Activity
7:30 – 8:30 AM	Registration and Arrival of Participants
	Opening Program
8:30 – 9:00 AM	- Prayer
	- National Anthem
	- Welcome Remarks
	- Objectives of the Training
9:00 – 10:30 AM	<b>Lecture 1:</b> Global Economic and Philippine Situationer
	Dr. Elvira C. David, Rpm, Rpsy, RGC
10:30 – 10:45 AM	Morning Break
10:45 – 12:00 NN	<b>Lecture 2:</b> Roles and Responsibilities of a School Paralegal
	Alvaro R. Pabustan, Jr.
12:00 – 1:30 PM	Lunch Break
1:30 – 3:00 PM	<b>Lecture 3:</b> Due Process in Administrative Cases
	Atty Noy Santiago
3:00 – 3:15 PM	Afternoon Break
3:15 – 4:30 PM	<b>Workshop 1:</b> Case Study on Handling Complaints
	LAWS
4:30 – 5:00 PM	Day 1 Closing Recap and Announcements
7:00 – 9:00PM	Solidarity Night

Day 2 – August 15, 2025 (FRIDAY)	
Time	Activity
8:00 – 8:30 AM	Recap of Day 1
8:30 – 10:00 AM	<b>Workshop 2:</b> Drafting Incident Reports and Affidavits
	LAWS
10:00 – 10:15 AM	Morning Break
10:15 – 12:00 NN	<b>Panel Discussion:</b> Challenges and Best Practices in School-Based Legal Compliance – LAWS
12:00 – 1:30 PM	Lunch Break
1:30 – 3:00 PM	Open Forum and Q&A
	Closing Program
3:00 – 4:00 PM	- Awarding of Certificates