





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

DESIGNATION ORDER

OSD-2024-001

TO : OIC-Asst. Schools Division Superintendent
Chief Education Supervisors-SGOD & CID
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

FROM :  **SUSAN DL. ORIBIANA**
Schools Division Superintendent 

SUBJECT : **DESIGNATION ORDER OF MS. ANDREA P. TONGO AS
LEGAL CLERK IN OSDS-SDO LUCENA**

DATE : January 12, 2024

1. Concurrent to her position as **Administrative Assistant II** of the Schools Division Office of Lucena City, **ANDREA P. TONGO** is hereby designated as the Legal Clerk in the Legal Unit-OSDS effective January 15, 2024. As such, she shall perform the following functions:
 - a. Impartial, evidence-based, and speedy investigation
 - Prepare the order to submit counter-affidavit/answer and notice of hearing.
 - Conduct research of applicable laws, rules and regulations, jurisprudence
 - Create and maintain case files (expedient) of pertinent documents for current and pending administrative cases for ease in historical reference.
 - Create and maintain a database on the status of cases.
 - b. Provide effective and efficient in-house general legal services.
 - Prepare simple/basic correspondence and communications.
 - c. Safeguarding the Department's rights and interests on school sites
 - Create and maintain a database of school sites.
 - Consolidate the Complete Staff Work (CSW) of every school site within the SDO.
 - d. Timely submission of reports on matters which are required by law.
 - Logs, follow-up and consolidate reports on Schools Compliance to Child Protection/Anti-Bullying Policy.

- Create and maintain a database of cases involving Child Abuse and Bullying.
 - e. Clerical Support
 - Schedules/calendars Legal Unit's activities such as training and workshops, meetings/appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
 - f. Records Management
 - Receives, records and routes documents addressed to the Legal Unit by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.
 - Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
 - Documents proceedings and agreements of meetings as assigned and distributes copies of the minutes to concerned parties as well as files a copy for future reference.
 - Notes down the daily "whereabouts" of Legal Unit Staff to respond to be able to locate them in response to queries from clients.
 - g. Administrative Support
 - Prepares or encodes into electronic format word documents and other presentation materials.
 - Provides assistance and administrative support to training and conferences as assigned.
 - Coordinates preparation of documents needed in the operations of the Legal Unit.
 - Ensure security of office equipment and availability of office supplies.
 - h. Secretariat/Frontline
 - Prepares clearances and certifications upon request for the signature of proper authorities.
 - Coordinates travel bookings for staff based on instructions and gives feedback on the status of bookings.
 - Coordinates meetings and appointments with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned.
 - Receives and routes incoming calls to or logs information and notifies the concerned party.
 - Greets and entertains office visitors and responds to their needs.
 - Logs concerns brought to the office and follow through on inquiries.
2. As such, she is to continue her present duty and it is understood that this special assignment does not have an increase in her salary.
3. Immediate dissemination and strict compliance with this Order is directed.

Confirmed:

ANDREA P. TONGO
Administrative Assistant II

PER/001



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
Telephone Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
FB Account: DepEd Tayo Lucena City
Website: depedlucena.com