



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**

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Division Advisory No. 063 s. 2024  
August 20, 2024

In compliance with DepEd Order (DO) No. 8 s. 2013,  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd Division of Aklan  
officials and personnel/staff.  
(visit [depedaklan.online](http://depedaklan.online))

Attached is Regional Advisory No.146, s. 2024 dated August 14, 2024 regarding a letter from Elizabeth R. Pulumbarit, Chair, Paralegal Training Program, University of the Philippines (UP) Law Center, relative to the Online Legal Writing Seminar via zoom, to be held on August 28, 2024 from 8:30 a.m. to 4:30 p.m.

For further information, send an email to [ptp\\_law.upd@up.edu.ph](mailto:ptp_law.upd@up.edu.ph) or call at 8920-5514 local 313, 113 or through mobile nos. 0917-5805954 and 0905-4330753.

LLP/



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

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Regional Advisory No. 14 s. 2024  
August 14, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
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but only for the information of Region VI DepEd  
officials and personnel/staff.  
(Visit [region6.deped.gov.ph](http://region6.deped.gov.ph))

Attached is a letter from Elizabeth R. Pulumbarit, Chair, Paralegal Training Program, University of the Philippines (UP) Law Center relative to the Online Legal Writing Seminar via zoom, to be held on August 28, 2024 from 8:30 a.m. to 4:30 p.m.

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MRP/eac/Memorandum  
DepEdRO6-LU-MISC-2024-109/August 8, 2024



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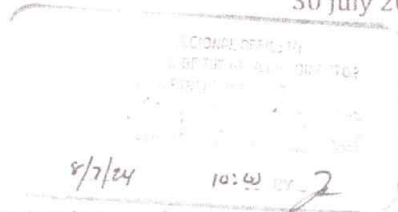


Certificate No. PHP QMS  
24 93 0184



PARALEGAL TRAINING PROGRAM

30 July 2024



Dear Sir/Ma'am:

The UP Law Center is proud to announce the Paralegal Training Program's 10th Anniversary Special: An Online Legal Writing Seminar, to be held on 28 August 2024 (Wednesday), 8:30 AM to 4:30 PM via Zoom. (Please see attached seminar program.)

We are inviting your team to this Seminar which offers a fundamental course that aims to hone legal writing skills. The Seminar includes four lecture hours and two writing exercises under the guidance of our PTP mentors. Upon completion of the seminar and compliance with the writing exercises, a Certificate of Participation will be issued by the UP Law Center.

This Seminar will be held purely online. The registration fee is PHP 2,000.00 per participant.

As we have limited number of slots available, applicants will be accepted on a first-come, first-served basis. To register, please fill out this [Application Form](https://paralegal.law.upd.edu.ph/seminar) (<https://paralegal.law.upd.edu.ph/seminar>).

For further inquiries, you may send an email to [ptp\\_law.upd@up.edu.ph](mailto:ptp_law.upd@up.edu.ph) or call us at 8920-5514 loc. 313, 113 or thru our mobile nos. 0917-5805954 and 0905-4330753.

We look forward to having you join us.

Very truly yours,

**ELIZABETH R. PULUMBARIT**  
Chair, Paralegal Training Program

PARALEGAL TRAINING PROGRAM  
10<sup>th</sup> ANNIVERSARY SPECIAL: AN ONLINE LEGAL WRITING SEMINAR

August 28, 2024 (Wednesday) | 8:30 AM to 4:30 PM  
Via Zoom

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**MORNING SESSION: Introduction to Legal Writing**

Legal Writing Defined: 1 hour  
▪ Types of Legal Writing

Critical Thinking and Legal Analysis: 1 hour  
▪ Identification of Legal Disputes  
▪ Formulation of Principal Issues  
and Sub-issues

Legal Writing Exercise #1 1 hour  
Paralegal Memo to Lawyer:  
Preparing the demand letter for  
collection of a sum of money

BREAK

**AFTERNOON SESSION: Fundamentals of Legal Writing**

Stages of Legal Writing 1 hour  
▪ Pre-work  
▪ Legal Drafting

Primary Sources vs. Secondary Sources 1 hour  
▪ Hearsay  
▪ Evidence to Sustain Legal Action

Legal Writing Exercise #2 1 hour  
Paralegal draft affidavit submitted  
to Lawyer: Preparing affidavit  
based on a video clip to be shown

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