



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF SAGAY CITY**

AUG 13 2024

**DIVISION MEMORANDUM**

No. 494, s. 2024

**PARALEGAL TRAINING PROGRAM'S 10<sup>TH</sup> ANNIVERSARY SPECIAL: AN ONLINE LEGAL WRITING SEMINAR**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Public Schools District Supervisors / CLD  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Enclosed is a letter from UP Law Center dated August 5, 2024 announcing to the field the invitation for *Paralegal Training Program's 10<sup>th</sup> Anniversary Special: An Online Legal Writing Seminar* to be held on **August 28, 2024, 8:30 to 4:30 pm** via **Zoom**.
2. Interested participants may avail their slots through the email indicated in the said letter.
3. Immediate dissemination of this Memorandum is desired.

  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

No of Pages including this Document: 4

Enclosure : As stated,

Reference : As stated

Allotment : N/A

Encl.: As stated

ADMIN/NABDOON 8/12/24



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597 / [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)

Invitation to the UP PTP's 10th Anniversary Special: An Online Legal Writing Seminar

UP Law Center Paralegal Training Program UP Diliman <ptp\_law.upd@up.edu.ph>

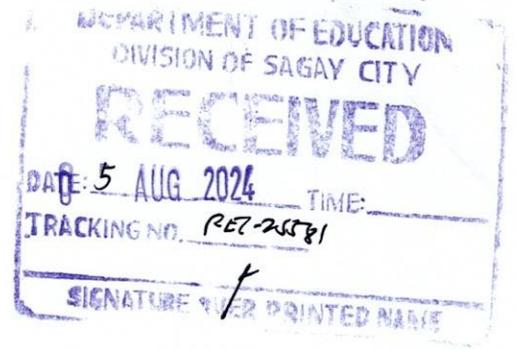
Sun 8/4/2024 10:00 PM

To:UP Law Center Paralegal Training Program UP Diliman <ptp\_law.upd@up.edu.ph>

2 attachments (240 KB)

OLWS Invitation Letter.pdf; OLWS Program.pdf;

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 a 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>).

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 SECRETARIAT**

PARALEGAL TRAINING PROGRAM

UP Law Center, Bocobo Hall

Magsaysay Ave. Diliman Quezon City

Website: <https://paralegal.law.upd.edu.ph>

Official FB Page: [fb.com/uplawptpofficial](https://fb.com/uplawptpofficial)

Tel: 8925-5855, 8920-5514 loc. 313, 314 and 113

Mobile: 0917 5805954 & 0905 4330753

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**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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## PARALEGAL TRAINING PROGRAM

30 July 2024

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