



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-0152

To : **MARISSA Y. MANGINSAY**, Public Schools District Supervisor
ANNALENE DACUMOS, Atty III
KIM D. UYANGUREN, ADAS III

Subject : **ATTENDANCE TO THE NATIONAL TRAINING ON THE CONDUCT OF FORMAL INVESTIGATION AND DISPOSITION OF ADMINISTRATIVE CASES**

Date : October 31, 2024

Attached is the Regional Memorandum ORD-2024-095 dated September 27, 2024, re: Attendance to the National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases on **November 18-22, 2024**. The venue is to be announced.

In view of this, together with the undersigned, you are hereby requested to attend the activity. Participants are expected to complete the entire duration of the training and actively take part in all the activities therein to be eligible to receive the Certificate of Completion with the corresponding twenty-eight (28) hours of creditable training units.

Travel expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For more details relative to this Memorandum, refer to the attached documents.

For guidance and compliance.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASER

NOV 04 2024

RECORDS SECTION SDO PANABO CITY

BY

Enclosed: as stated.
OSDS/leg/aad



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ORD-2024-095

To : Assistant Regional Director
Schools Division Superintendents

Subject: ATTENDANCE TO THE NATIONAL TRAINING ON
THE CONDUCT OF FORMAL INVESTIGATION
AND DISPOSITION OF ADMINISTRATIVE CASES

Date : September 27, 2024

Pursuant to Memorandum OULLA-2024-1391 dated September 20, 2024 from Atty. Omar V. Romero, Undersecretary for Legal and Legislative Affairs, the Assistant Regional Director, Schools Division Superintendents, Assistant Schools Division Superintendents, Regional and Division Lawyers and Secretariats under Office Order No. 003, s. 2023 entitled: *"Formal Investigation Committee (FIC) Secretariats in the Regional Offices and Schools Division Offices"* are directed to attend the National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases on November 11-15, 2024 in Davao City.

Travel expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For more details, refer to the attached documents.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated

ORD/LU

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

IN: 601 DATE: Oct. 09, 2021
INFO: 38905



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR LEGAL AND LEGISLATIVE AFFAIRS
MANILA

SEP 18 2024
By: Jhony Time: 1:30 p.m.
Doc. #: 0016-0007
From: 0016-0007

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OUЛА-2024-1391

FOR :
 Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Assistant Regional Directors
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

DEPARTMENT OF EDUCATION RO XI
LEGAL UNIT
RECEIVED
 By: C Date: 9/27/24

FROM :
 ATTY. OMAR V. ROMERO,
 Undersecretary for Legal and Legislative Affairs
Rey

SUBJECT : National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases

DATE : SEP 20 2024

Pursuant to DepEd Order (DO) No. 49, s. 2006 or the *"Revised Rules of Procedure of the Department of Education in Administrative Cases,"* formal investigation is mandatory in instances where the merits of the case cannot be decided judiciously without such investigation.¹ The conduct of formal investigation proceedings is aligned with the mandate of the State to protect and promote the right of all citizens to quality education² *viz-a-viz* the right of all persons to a speedy disposition of their cases before all judicial, quasi-judicial, or administrative bodies.³

Accordingly, to facilitate the expeditious disposition of administrative cases in the Department of Education (DepEd), the Legal and Legislative Affairs (LLA) Strand, through the Legal Division, will be holding the *"National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases"* to capacitate and strengthen the Formal Investigation Committee (FIC) by enhancing their knowledge on relevant laws, rules, and regulations of DepEd pertaining to formal investigation proceedings with the end in view of enabling them to properly assist the Disciplining Authority in rendering legally sound decisions on administrative disciplinary cases.

¹ DO No. 49, s. 2006, Section 20.

² 1987 Philippine Constitution, Article XIV, Section 1.

³ *Id.*, Article III, Section 16.

DepED

MATATAG



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Doc. Ref. Code	Rev	00
Effectivity	09.01.23	Page 1 of 3



Certified No. PHP QMS
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The training aims to provide guidance to the FIC on the necessary processes and procedures relative to the conduct of hearings, appreciation of evidence, and drafting of the Formal Investigation Reports, among others, within the context of formal investigation.

The participants for the training are the DepEd officials designated as Chairperson and members of the FIC in accordance with DO No. 49, s. 2006, particularly the Regional Directors, Assistant Regional Directors, Bureau and Service Directors, Schools Division Superintendents, and Assistant Schools Division Superintendents, including the Regional and Division Lawyers and Secretariats under Office Order (OO) No. 003, s. 2023 entitled: *"Formal Investigation Committee (FIC) Secretariats in the Regional Offices and Schools Division Offices."*

The training will be conducted in three (3) batches as follows:

Batch	Region	Date	Venue
1	V, VI, VII, VIII	September 30, 2024 to October 4, 2024	Ecotech Center, Lahug, Cebu City
2	IX, X, XI, XII, XIII	November 11-15, 2024	Within Davao City
3	I, II, III, IV-A, IV-B, CAR, NCR, CO	December 9-13, 2024	Within National Capital Region

The aforesaid training shall be conducted in-person with the first meal being served at dinnertime on day 0 while the last meal will be served at lunchtime on day 4.

Attendance to this activity shall be on **Official Business**. Travel expenses of Regional and Division participants shall be charged to local funds while travel expenses of participants from the DepEd-Central Office, resource persons, facilitators, medical team and the Secretariat, including food and accommodation of all the participants and other incidental expenses will be charged to the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) funds, subject to the usual accounting and auditing rules and regulations.

A Supplemental Memorandum shall be issued relative to the details of the venue.

Participants are requested to accomplish the attached *Enclosure No. 1* and indicate therein any special dietary requirements and submit the same through the email address provided below before the aforementioned activity.

For clarifications, the Legal Division may be reached through **Ms. Natividad P. Danao** at telephone no. (02) 8633-7247 or mobile number 0915-1358149, and email address at ls.ld@deped.gov.ph.

Immediate dissemination of and compliance with this Memorandum is directed.

* Attached as Annex A.



Republic of the Philippines
Department of Education
LEGAL AND LEGISLATIVE AFFAIRS

OFFICE OF THE UNDERSECRETARY FOR
LEGAL AND LEGISLATIVE AFFAIRS

OFFICE ORDER NO. 003
Series of 2023

FEB 10 2023

RE : **FORMAL INVESTIGATION COMMITTEE (FIC) SECRETARIATS IN THE REGIONAL OFFICES AND SCHOOLS DIVISION OFFICES**

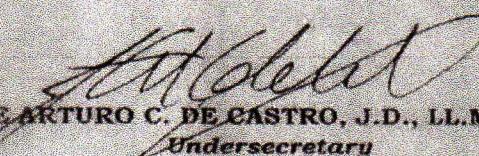
In the interest of public service and pursuant to existing laws, the Regional Offices and Schools Division Offices are hereby directed to designate members from their legal units and personnel, preferably those with legal background, under their jurisdictions to form their respective Secretariats to assist their Formal Investigation Committees in order to ensure the just and speedy disposition of administrative disciplinary cases in their respective Regional Offices and Schools Division Offices.

Pursuant to DepEd Order No. 43, s.2022, as amended by DepEd Order No. 26, s.2022, and in light of the health risks associated with COVID-19, the FIC Secretariats are reminded of the directives of the Office of the Secretary to avail of video-conferencing and/or the submission of verified position papers as alternatives to travel, or in-person or face-to-face hearings in order to expedite the conduct of hearings and to minimize official travel. Should communication allowance, travel, lodging, per diem, and other incidental expenses be necessary in connection with the conduct of formal investigations, the same shall be chargeable against the funds of the field offices concerned, subject to the availability thereof, and the usual accounting and auditing rules and regulations.

It is understood that the duties of the personnel in the FIC Secretariats shall be in addition to their existing functions, without additional compensation.

The Regional Offices and Schools Division Offices are further directed to submit the names, positions, e-mail addresses, and contact numbers of the personnel designated to their respective FIC Secretariats, together with the designation order, to the Office of the Director for Legal Service through e-mail at ls.ods@deped.gov.ph (cc: oula@deped.gov.ph).

This Order shall take effect immediately and shall remain in force until further orders by the Undersecretary for Legal and Legislative Affairs, or unless sooner revoked, modified, or amended by the Secretary.


JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.,
Undersecretary

Agm
Copy furnished:
All concerned.



Jun 22-23, 24

March 19, - 25

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

ADVISORY

DEPARTMENT OF EDUCATION RO XI

LEGAL UNIT

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By: 10-18-24

Date: 10-18-24

Time: 10:48

In reference to Memorandum OULLA-2024-1391 dated September 20, 2024 with the subject: "**National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases**," please be apprised of the following changes in the schedule of the aforementioned activity, as hereunder indicated, *to wit*:

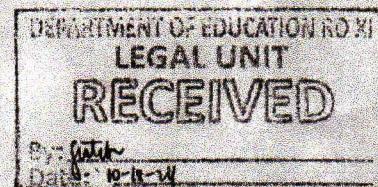
Batch	Region	Date	Venue
2	IX, X, XI, XII, XIII	November 18-22, 2024	Within Davao City
3	I, II, III, IV-A, IV-B, CAR, NCR, CO	December 9-13, 2024	Within National Capital Region

Participants are expected to complete the entire duration of the training and actively take part in all the activities therein to be eligible to receive the *Certificate of Completion* with the corresponding twenty-eight (28) hours of creditable training units.

Otherwise, only the *Certificate of Participation* shall be given to participants who fail to complete the whole course of the training.

Should there be clarifications, the Legal Division may be reached through **Ms. Natividad P. Danao** at telephone no. (02)8633-5444 and (02)8636-6550, or mobile number 0915-1358149, and email address at ls.la@deped.gov.ph.

ATTY. ELEMON RAY L. JAVIER
Undersecretary for Legal and Legislative Affairs



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Certificate No. PHP QMS
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