



Republic of the Philippines
Department of Education

Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-0156

To : **MARISSA Y. MANGINSAY**, Public Schools District Supervisor
ANNALENE DACUMOS, Attorney III

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

Date : November 11, 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** at Ecotech Center, Lahug, Cebu City.

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

RELEASED

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RECORDS SECTION, SDO PANABO CITY

BY 

Enclosed: as stated.
OSDS/leg/aad



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

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