



Republic of the Philippines  
Department of Education  
REGION VIII - EASTERN VISAYAS

October 16, 2023

REGIONAL MEMORANDUM

No. **1164**, s. 2023

**DEPED REGION VIII LEGAL OFFICERS 2<sup>nd</sup> BI-ANNUAL FORUM FOR CY 2023  
CUM ORIENTATION ON ADMINISTRATIVE INVESTIGATION**

To: Schools Division Superintendents  
Division Legal Officers/LO-Designates  
All Others Concerned

1. The Office of the Regional Director - Legal Unit, shall conduct its 2<sup>nd</sup> Bi-Annual Forum for CY 2023 on **November 22-24, 2023** in **Calbayog City**. This activity aims to provide technical and legal assistance to the DepEd Division of Calbayog City prospective formal investigation committee members during the conduct of investigation involving an administrative case.
2. The participants to this activity are the following: a) Regional Office Legal Unit (RO), b) Division Legal Officers/Designates (all Divisions), c) ASDS (Calbayog City), d) Chief Education Supervisors (Calbayog City), and e) Education Program Supervisors (Calbayog City). See attached activity matrix as reference.
3. The expenses(board and lodging) of the activity shall be charged against the fund of the Office of the Regional Director, while the travel expenses of the participants shall be charged against their local funds subject to the usual accounting and auditing rules and procedures.
4. Immediate dissemination of and compliance with this memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosure: None  
References: None  
To be indicated in the Perpetual Index under the following subjects:

LEGAL OFFICERS BI-ANNUAL FORUM 2023

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