



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

February 2, 2024

**REGIONAL MEMORANDUM**

No. **116** s. 2024

**CAPACITY BUILDING ON THE CONDUCT OF ADMINISTRATIVE PROCEEDINGS**

To: Schools Division Superintendents  
 All Others Concerned

1. The Office of the Regional Director-Legal Unit shall conduct a live-out capacity building for the prospective members of Investigation Committees on **February 28-29, 2024** at DepEd NEAP-RELC, Candahug, Palo, Leyte.
2. The activity aims to provide basic knowledge on the DepEd Rules of Procedure in Administrative Cases including administrative offenses, tips/pointers in handling formal hearings, appreciation of evidence, and legal forms or templates.
3. The participants of this activity are selected Assistant Schools Division Superintendents, SDO Chiefs, Education Program Supervisors, Teachers' Association Representatives, and 2<sup>nd</sup> Level Non-Teaching Personnel. Attached are activity matrix and list of participants for reference.
4. The expenses relative to the conduct of the activity shall be charged against the fund of the Office of the Regional Director-Legal Unit, while the travel expenses of the participants shall be charged against their local funds subject to the usual accounting and auditing rules and procedures.
5. Immediate dissemination of and compliance with this memorandum are desired.

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

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subject

CAPACITY BUILDING      FORMAL INVESTIGATION

ORD-LU-ECC

