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

September 24, 2024

**REGIONAL MEMORANDUM**

No. **1144** s. 2024

**NATIONAL TRAINING ON THE CONDUCT OF FORMAL INVESTIGATION  
AND DISPOSITION OF ADMINISTRATIVE CASES**

To: Schools Division Superintendents  
Assistant School Division Superintendents  
Division Legal Officers  
Legal Officer - Designates  
All Others Concerned

- Attached is Memorandum OULLA-2024-1391 dated September 20, 2024 from the Office of the Undersecretary for Legal and Legislative Affairs, DepEd Central Office, Meralco Avenue, Pasig City, relative to the participation in the National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases at the Department of Education Ecotech Center, Lahug, Cebu City on **September 30-October 4, 2024**.
- Participants are requested to submit their confirmation per division through email by accomplishing Enclosure No. 1. Confirmation should be emailed to [ls.ld@deped.gov.ph](mailto:ls.ld@deped.gov.ph) **on or before September 27, 2024**.
- Immediate dissemination and compliance with this memorandum are desired.

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



Enclosures: Memorandum  
References: As stated

To be indicated in the Perpetual Index under the following subjects:

NATIONAL TRAINING

FORMAL INVESTIGATION COMMITTEE

ORD-LU-MJSC



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
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SEP 18 2024

By: Jhong Time: 1:30 p.m.  
Doc.#:  
From: OULLA-CNEZ

Republic of the Philippines  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS**

**MEMORANDUM**  
**OULLA-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

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

**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.<sup>1</sup> 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 education<sup>2</sup> viz-a-viz the right of all persons to a speedy disposition of their cases before all judicial, quasi-judicial, or administrative bodies.<sup>3</sup>

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.

<sup>1</sup> DO No. 49, s. 2006, Section 20.  
<sup>2</sup> 1987 Philippine Constitution, Article XIV, Section 1.  
<sup>3</sup> *Id.*, Article III, Section 16.



Address: 3F, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, 1600  
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Effectivity	09.01.23	Page	1 of 3



Certificate No. PHP QMS  
22 93 0085

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."<sup>1</sup>

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.ldu@deped.gov.ph](mailto:ls.ldu@deped.gov.ph).

Immediate dissemination of and compliance with this Memorandum is directed.

<sup>1</sup> Attached as Annex A.

(Enclosure No. 1 OULLA-2024-\_\_\_\_\_)

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

**CONFIRMATION OF PARTICIPANTS  
REGION/DIVISION: \_\_\_\_\_**

The attendance to the training of the following participants is hereby confirmed:

Name of Participant	Position	Contact Details		Dietary Restrictions
		Mobile No.	Email Address	
	Bureau and Service Directors			
	Regional Director and/or Assistant Regional Director			
	Schools Division Superintendent and/or Assistant Schools Division Superintendent			
	FIC Secretariat Regional Lawyer Division Lawyer			

**Total Number of Confirmed Participants:** \_\_\_\_\_

**Submitted by:**

**Concurred:**

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
**Regional Director/Schools Division  
Superintendent**

**Date:** \_\_\_\_\_



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 [legal@deped.gov.ph](mailto:legal@deped.gov.ph) (cc: [oula@deped.gov.ph](mailto: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



**Copy furnished:**  
**All concerned.**