



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

Division Memorandum

OSDS-2024-371

To : **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN**
Attorney III

Subject: **ATTENDANCE AS RESOURCE SPEAKER TO THE PROGRAM OF
DEPED-SCHOOLS DIVISION OFFICE OF DAVAO DE ORO AT IGACOS**

Date : **October 18, 2024**


This is in relation to the letter invitation of the Schools Division of Davao de Oro dated October 15, 2024, to be a resource speaker to the **DIVISION CAPACITY TRAINING ON REVISED RULES OF PROCEDURE OF THE DEPED ADMINISTRATIVE CASES (DO 49, S. 2006) AND TRAINING WORKSHOP ON FORMAL INVESTIGATION: PROCEDURE AND TECHNIQUES** on October 22-23, 2024 at IGACOS.


In view thereof, you are hereby directed to attend as resource speaker and share your insights on the conduct of Fact Finding and Formal Investigations.

Travel and incidental expenses relative to the attendance of the said activity will be charged against local funds, subject to usual accounting and auditing rules and regulations.

For your guidance and strict compliance.

MELANIE P. ESTACIO, PH. D, CESO VI
For and in the absence of the
Schools Division Superintendent


PETER-JASON C. SENARILLOS
Senior Education Program Specialist
Officer-In-Charge

DepEd Schools Division of Digos City
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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

October 15, 2024

ATTY. CLARISSE ARNAIZ-LLABAN
Attorney III

Dear Atty. Laban:

The Department of Education- Schools Division Office of Davao de Oro will be conducting Division Capacity Training of Personnel on Revised Rules of Procedure of the DepEd Administrative Cases (DO 49. S. 2006) and Training Workshop on Formal Investigation on October 22-23, 2024, at IGACOS. This training aims to give information, knowledge and actual workshop to the pool of Investigation on the proper conduct of Fact-finding Investigation and Formal Investigation.

In this regard, we request you as our resource speaker from your esteemed organization. We believe that given your extensive experience and authority in the conduct of Fact-finding Investigation and Formal Investigation, you will provide invaluable insight and guidance to our division.

We would be delighted to make necessary arrangements to accommodate the resource speaker's schedule. Please let us know any specific requirements they may have.

We look forward to the opportunity to learn from your expertise and for our partnership in supporting the program of DepEd- Schools Division Office of Davao de Oro.

Thank you and God bless.

PHOEBE GAY L. REFAMONTE, CESO VI
OIC-Schools Division Superintendent



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Doc. Ref. Code	PAWIM-F-023	Rev	00
Effectivity	09.12.22	Page	1 of 5