



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024- 256

To : **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
ATTY. CLARISSE JOY C. ARNAEZ-LLABAN
JIHAN JANE C. MENDEZ**

Subject : **Attendance to National Training on the Conduct of
Formal Investigation and Disposition of
Administrative Cases**

Date : **November 08, 2024**

This is in relation to Memorandum OULLA-2024-1603 dated November 07, 2024, from the Office of the Undersecretary for Legal and Legislative Affairs, stating that 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.

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 Regional Offices and Schools Division Offices.”

Please be informed of the following changes in the dates and venues for the conduct of Batches 2 and 3 of the aforementioned activity:





Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Batch	Region	Date	Venue
2	IX, X, XI, XII, and XIII	November 18-22, 2024	Ecotech Center, Lahug, Cebu City
3	I, II, III, IV-A, IV-B, CAR, NCR, and CO	January 13-17, 2024	Teachers Camp, Baguio City

Participants are expected to complete the entire duration of the training and to actively take part in all the activities therein to be issued *Certificates of Completion*, with the corresponding twenty-eight (28) hours of creditable training units. Otherwise, only *Certificates of Participation* shall be given to participants who fail to complete the whole course of the training.

Attendance to this activity shall be on **Official Business**. Food and accommodation shall be charged against line item. Travelling expenses and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For your information and strict compliance.

For and in the absence of the
Schools Division Superintendent

SOLLIE B. OLIVER, JD, MATE

School Governance and Operations Division
Officer-In-Charge

Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: NOV 08 2024 TIME: 11:24

BY:





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2024-1603

TO : Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Assistant Regional Directors
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 Formal Investigation Committee (FIC) Secretariat Members
 All Others Concerned

FROM : **ATTY. FILEMON RAY L. JAVIER**
 Undersecretary for Legal and Legislative Affairs

SUBJECT : Advisory on the Final Dates and Venues for Batches 2 and 3 of the National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases

DATE : NOV 07 2024

In reference to Memorandum No. OULLA-2024-1391 dated September 20, 2024 with the subject: ***"National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases,"*** please be apprised of the following changes in the dates and venues for the conduct of Batches 2 and 3 of the aforementioned activity:

Batch	Participating Regions	Date	Venue
2	IX, X, XI, XII, and XIII	November 18-22, 2024	Ecotech Center, Lahug, Cebu City
3	I, II, III, IV-A, IV-B, CAR, NCR, and CO	January 13-17, 2024	Teachers Camp, Baguio City



Address: 3F, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, 1600
 Telephone Nos.: (02) 8633-8925; (02) 8637-4611
 Email Address: oula@deped.gov.ph
 Website: www.deped.gov.ph

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Certificate No. PHP QMS
 22 93 0085

Officials, Legal Units, and personnel who are part of the Formal Investigation Committee (FIC) Secretariats in the Regional and Schools Division Offices are encouraged to attend this training which aims to improve the conduct of ongoing and ensuing formal investigation proceedings, and to aid in the proper disposition of administrative cases in the Department of Education.

The aforesaid training shall be conducted in-person with the first meal being served as PM snacks on the afternoon of Day 0, while the last meal will be served at lunchtime on Day 4.

Participants are expected to complete the entire duration of the training and to actively take part in all the activities therein to be issued *Certificates of Completion*, with the corresponding twenty-eight (28) hours of creditable training units. Otherwise, only *Certificates of Participation* shall be given to participants who fail to complete the whole course of the training. Copies of training materials and presentations shall be provided to the participants after the training through their official DepEd e-mail addresses.

Attendance to this activity shall be on **Official Business**. Travel expenses of Regional and Schools 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.

Participants shall likewise accomplish Enclosure No. 01 attached to this Memorandum, and the online registration form accessible through <https://tinyurl.com/FIDACTraining> on or before the following dates:

- For Batch 2 Participants – **November 12, 2024**
- For Batch 3 Participants – **January 03, 2025**

For queries and clarifications, the Legal Service – Legal Division may be reached through **Ms. Natividad P. Danao** at telephone no. (02)8633-5444 and (02)8636-6550, Viber/ mobile number 0915-135-8149, and/or email address at ls.ld@deped.gov.ph.

We look forward to your attendance and active participation in this activity.

Thank you.



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(Enclosure No. 1)

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

CONFIRMATION OF PARTICIPANTS

REGION/DIVISION: _____

BATCH:

- 2
 3

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

Names of Participants	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)

(Supervising Usec/Asec/Director/
RD/SDS/SDS)

Date: _____



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