



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

Office of the Schools Division Superintendent

Division Memorandum

OSDS-2024-785

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

Subject: **Attendance to Division Capacity Building of Personnel on Revised Rules of the DepEd Administrative Cases (DO 49, S. 2006) and Training Workshop on Formal Investigation Procedures and Techniques**

Date : **December 02, 2024**

This is in relation to the letter invitation of the Schools Division of Davao del Sur dated December 01, 2024, to be a resource speaker to the ***Division Capacity Building of Personnel on the Revised Rules of DepEd Administrative Cases (DO 49, s. 2006) and the Training Workshop on Formal Investigation Procedures and Techniques*** on December 10–11, 2024, at Eden Mountain Resort, Toril, Davao City.

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.

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos
RECORDS SECTION

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

Enclosed: As stated

RELEASED

BY: _____



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

553-8396/553-8376/553-9170/553-8375 553-8396/553-8376

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Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur

**Office of the Schools
Division Superintendent**

December 1, 2024

ALLAN G. FARNAZO, CESO IV
Regional Director
Department of Education
Regional Office XI
Davao City

Dear **Regional Director Farnazo**:

The Department of Education- Schools Division Office of Davao del Sur will be conducting Division Capacity Building of Personnel on Revised Rules of the DEPED Administrative Cases (DO 49, S. 2006) and Training Workshop on Formal Investigation Procedures and Techniques to be held at Eden Mountain Resort, Toril, Davao City on December 10-11, 2024. This training aims to give information, knowledge and actual workshop to the pool of Investigators on the proper conduct of Fact-finding Investigation and Formal Investigation.

To this end, we request the attendance of Atty. Lorenza C. Pitulan, Attorney IV, Legal Unit, Regional Office XI, along with her team, as guest speakers, namely:

1. **ATTY. SHEMELYN D. GAMOROT-BILBAO**, Attorney III - Regional Office XI, Davao City;
2. **Atty. DARWIN Z. PULIDO**, Attorney III - Division of Island Garden City of Samal;
3. **ATTY. JIMAR C. BALO**, Attorney III - Division of Davao Oriental;
4. **Atty. CLARISSE JOY C. ARNAEZ-LLABAN**, Attorney III - Division of Digos City;
5. **ATTY. JIMAR C. BALO**, Attorney III - Division of Davao Oriental; and
6. **ATTY. BILLY ANJO A. LABRADORES**, Attorney III - Division of Davao de Oro.

We believe that given their extensive experience in relation to the conduct of Fact Finding Investigation and Formal Investigation, they will provide invaluable insight and guidance for the said training.



Address: Northern Paligue, Padada, Davao del Sur
Email Address: SDS.davsur@deped.gov.ph
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Republic of the Philippines
Department of Education
Region XI

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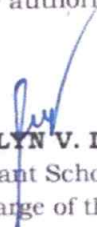
**Office of the Schools
Division Superintendent**

Hoping for your positive response.

Yours,

LORENZO E. MENDOZA, CESO V
Schools Division Superintendent

By the authority of the Schools Division Superintendent:


MARILYN V. DEDUYO, CESO VI
Assistant Schools Division Superintendent
In-Charge of the Division

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DepEd



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Republic of the Philippines
Department of Education
Region XI
Schools Division Office of Davao del Sur
Brgy. Northern Paligue, Davao del Sur

**Office of the Schools
Division Superintendent**

November 28, 2024

DIVISION MEMORANDUM

No. OSDS-2024- 374

**DIVISION CAPACITY BUILDING OF PERSONNEL ON REVISED RULES OF THE
DEPED ADMINISTRATIVE CASES (DO 49, S. 2006) AND TRAINING WORKSHOP
ON FORMAL INVESTIGATION PROCEDURES AND TECHNIQUES**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors Division
Office Section Heads
District Supervisors/ Principals - in - Charge
Select Division Personnel
All Others Concerned
This Division

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. 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 viz-a-viz the right of all persons to a speedy disposition of their cases before a judicial, quasi-judicial, or administrative bodies.

Accordingly, to facilitate the expeditious disposition of administrative cases in the Department of Education (DepEd), the Office of the Schools Division Superintendent through the Legal Unit, will be holding the "**Division Capacity Building of Personnel on Revised Rules of the DepEd Administrative Cases (Do 49, S. 2006) And Training Workshop on Formal Investigation Procedures and Techniques**" on **December 10-11, 2024** at the **Eden Mountain Resort, Toril, Davao City**.



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The training aims 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 and to provide guidance 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.

Attached herewith is the list of participants in the said activity.

The aforesaid training shall be conducted in-person with the first snacks being served at 3:00 pm on day 1 while the last meal will be served at lunchtime on day 2.

Attendance to this activity shall be on Official Business. Travel expenses of participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For more information, questions and concerns, the Legal Unit may be reached through Ms. Marie Fe G. Bernardino mobile number 0915-042-2010, and email address at mariefe.bernardino@deped.gov.ph.

Immediate dissemination of and compliance with this Memorandum is directed.



LORENZO E. MENDOZA, CESO V
Schools Division Superintendent



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**Office of the Schools
Division Superintendent**

ANNEX "A"	
Schools Division Superintendent	Lorenzo E. Mendoza, CESO V
Assistant Schools Division Superintendent	Marilyn V. Deduyo, CESO VI
Curriculum Implementation Division	Christopher P. Felipe
	Ruben F. Asan
	Alicia I. Ayuste
	Rosalia V. Bautista
	Herman Aldous R. Bodikey Jr.
	Elven L. Caraballe
	Leonora Liza Dacillo
	Rovelyn Moreno
	Rita L. Rellanos
	Leilanie L. Tingzon
School Governance and Operations Division	Jessie S. Sajol
	Bernie G. Quilaton
	Antonio IV C. Pace
	Elyn I. Suprente
	Boubert G. Dumagan
	Kirk Sonny Gil P. Heruela
	Cherry Joy C. Caspi
	Nancy V. Dalumpines
	Ariel D. Duco
	Marivic C. Alcoba
Amabel S. Planilla	
Patrick John P. Peresores	
Public Schools District Supervisors	Jaime Fernandez
	Susan M. Obenza
	Roderick R. Vilan
	Emily R. Raquel



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**Office of the Schools
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	Efipanio T. Arañez
	Bernadeth M. Custodio
	Eric C. Tubat
	Flor Ann B. Cosare
	Lilibeth B. Torres
	Maritess U. Abucejo
	Elizabeth A. Bernaldez
	Angelito D. Carreon
	Abdulpatta U. Kamdon
	Hazel V. Luna
	Flocerpida T. Dolotina
OSDS - Gen. Admin.	Raquel J. Carbos
OSDS - Budget	Manolito J. Amandoron
OSDS - HRMO	Yvette I. Lopez
OSDS - Cashier	Hazel B. Dacillo
OSDS - Supply	Dexter Mark C. Grapa
OSDS - DPSU	Cecile Marie C. Lopez
OSDS- Records	Teresa O. Alberca
OSDS - ITO	Ariel C. Villareal
OSDS - Finance	Kristine Louise M. Estribor
Technical Working Group	Maruli Ali G. Sanchez
	Marie Fe G. Bernardino
	Joveth Tubiano G.
	Carla P. Mendoza
Speakers	Atty. Lorenza C. Pitulan
	Atty. Shemalyn D. Gamorot-Bilbao
	Atty. Billy Anjo A. Labradores
	Atty. Jimar C. Balo
	Atty. Darwin Z. Pulido
	Atty. Clarrise Joy C. Arnaez-Llaban
	Driver
	Driver
Invited Guest	Mario C. Mondejar