



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 001

To : **Chief Education Supervisors, SGOD and CID
Public School District Supervisor
Education Program Supervisors
Senior Education Program Specialist
Administrative Officer V
Guidance Counselor Division
Selected members of the Division Federation of Teachers' League
Legal Unit
All Others Concerned**

Subject : **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 : **January 02, 2025**

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 January 8-9, 2025, at **Seabreeze Beach Resort, Island Garden City of Samal (IGACOS)**.

This activity aims to enhance participants’ understanding of the revised rules governing administrative cases, improve their skills in handling such cases, and equip them with effective techniques for conducting formal investigations. These objectives are intended to promote integrity, efficiency, and fairness in addressing administrative concerns within the department.





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The first meal will be served at **lunch on January 8, 2025**. Participants are advised to arrive on time and be prepared to engage actively in all sessions to maximize the learning experience.

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

Attached are the list of participants and the program for the activity.

Immediate dissemination of and compliance with this Memorandum is directed.

For and in the absence of the
Schools Division Superintendent

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

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
95-110 MB
DATE: JAN 02 2025 TIME: 2:17
BY: _____

Enclosed: As stated.



ANNEX A

LIST OF PARTICIPANTS	
Schools Division Superintendent	MELANIE P. ESTACIO, Ph.D, CESO VI
Assistant Schools Division Superintendent	MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Division Chiefs	SOLLIE B. OLIVER BEVERLY DAUGDAUG
Administrative Officer V	FRANCIS JUDE D. ALCOMENDRAS
Public School District Supervisor	ALDE, FERNA RENIRA BONGCAYAO, NEIL FORTUN, MARY JOY JUEZAN, IDA LUCERO, JESSICA MATEO, ELESER OLIVA, CHERRY ROSSETTE PILLERIN, CLARENCE SALINAS, GERVASIO
Education Program Supervisor	BISAGA, ANGEL CABRELLA, JEM BOY MAGDAYAO, ROWENA SOLANO, IVY NACUA, INDA NIONES, JOAN SALANGA, GEMMA SEÑIRES, LEILANI SY, ZANDRIA PAGAYON, RODEL
Legal Unit	ATTY. CLARISSE JOY C. ARNAEZ-LLABAN JIHAN JANE C. MENDEZ
Senior Education Program Specialist	SENARILLOS, JASON MONSERATE, REYZEN/CECILE C. UY
Guidance Counselor	ROFELIA DE MESA
Members of the Federation League	CAMANZO, DENNIS GELVERO, IONE MILAGROSA A.
Speakers	ATTY. LORENZA C. PITULAN Attorney IV Regional Office XI ATTY. SHEMELYN D. GAMOROT-BILBAO Attorney III Regional Office XI ATTY. DARWIN Z. PULIDO -Division of IGACOS ATTY. JIMAR C. BALO – Division of Davao Oriental ATTY. MARULI ALI G. SANCHEZ – Division of Davao del Sur ATTY. BILLY ANJO A. LABRADORES – Division of Davao de Oro



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ANNEX B

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
 Seabreeze Beach Resort, Samal, IGACOS
 January 08-09, 2025

PROGRAM OF ACTIVITIES

DAY 1

TIME	TOPICS	RESOURCE SPEAKERS/IN-CHARGE
9:30 AM - 10:00 AM	REGISTRATION	
10:00 AM - 10:30 AM	OPENING PROGRAM/PRELIMINARIES	AVP
	WELCOME REMARKS/ MESSAGE	MELANIE P. ESTACIO, Ph.D., CESO VI Schools Division Superintendent
	ACKNOWLEDGEMENT OF PARTICIPANTS	ATTY. CLARISSA JOY C. ARNAEZ-LLABAN Attorney III - Davao del Sur
10:30 AM - 11:00 AM	MESSAGE	ATTY. LORENZA C. PITULAN Attorney IV - REGION XI
11:00 AM - 12:00 NN	I. Discussion A. Disciplining Authority and Grounds for Disciplinary Action	ATTY. LORENZA C. PITULAN Attorney IV Regional Office XI
12:00 NN - 1:00 PM	LUNCH BREAK	
1:00 PM - 2:00 PM	B. Fact Finding Investigation or Preliminary Investigation <ul style="list-style-type: none"> • Complaint • Issuance of Designation for Preliminary Investigation/Fact Finding Investigation and Investigation proper 	ATTY. SHEMELYN D. GAMOROT-BILBAO Attorney III Regional Office XI





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	<ul style="list-style-type: none"> • Evaluation and Issuance of Resolution or Formal Charge 	
2:00 PM – 3:00 PM	C. Penalties, Strategies and Cases	ATTY. BILLY ANJO A. LABRADORES Attorney III Division of Davao de Oro
3:00 PM - 4:00 PM	D. Formal Investigation <ul style="list-style-type: none"> • Filing of Answer • Creation of Formal Investigation Committee • Pre -Hearing Conference • Submission of Position Paper/Memorandum • Conduct of Hearing • Submission of Formal Investigation Report • Rendition of Decision • Motion for Recommendation/Appeal 	ATTY. LORENZA C. PITULAN Attorney IV Regional Office XI
4:00 PM – 5:00 PM	E. Mock Trial and Presentation	ATTY. JIMAR C. BALO Attorney III Division of Davao Oriental
5:00 PM - 6:00 PM	DINNER	

DAY 2

TIME	TOPICS	RESOURCE SPEAKERS/IN-CHARGE
8:00 AM - 9:00 AM	F. Forms and Reports <ul style="list-style-type: none"> A. Discussion of Forms and Reports B. Workshop on Drafting of Reports and Other Forms 	ATTY. LORENZA C. PITULAN Attorney IV Regional Office XI





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9:00 AM 10:00 AM	C. Penalties	ATTY. MARULI ALI G. SANCHEZ Attorney III Division of Davao del Sur
10:00 AM – 11:00 AM	G. Administrative Offences and latest jurisprudence on the matter	ATTY. DARWIN Z. PULIDO Attorney III Division of Island Garden City of Samal
11:00 AM - 12:00 AM	II. OPEN FORUM	
	CLOSING REMARKS Giving of Certificates and Token to Resource Speakers	MARIA GENEVIEVE T. FRANCISQUETE, CESO VI ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
	Photo OP	

JIHAN JANE C. MENDEZ
Administrative Aide VI
Master of Ceremony



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

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