REGIONAL MEMORANDUM
No. _______ s. 2021

MIDYEAR MEETING ON STATUS UPDATE OF CASES UNDER PRELIMINARY AND FORMAL INVESTIGATION CASES AND MANAGEMENT OF ISSUES CONCERNING INVESTIGATION

To: All Schools Division Superintendents
   Division Legal Officers and Legal Designate

1. This Office, through its Legal Unit will conduct the Midyear Meeting on the Status Update of Cases Under Preliminary and Formal Investigation Case and Management of Issues concerning Investigation on September 10, 2021, 8:00 a.m.-12:00 pm via Microsoft Teams.

2. This is part of the Legal Unit mandate to continuously update the status administrative matters and cases and to resolve issues and concerns in line with the conduct of investigation.

3. Other agenda of the meeting are the following:
   a. Activities/Strategies on how to lessen issues/complaints filed directly to the Central Office;
   b. Discussion on the conduct of online hearing pending the issuance of the policy from the Central Office; and
   c. Other matters.

4. Participants to this meeting are the Legal Officers and Legal Designate of the Schools Division Offices of this region. A meeting link shall be provided, and the participants are required to login ten (10) minutes before the scheduled time.

5. Participants of each Division are also required to submit the following reports:
   a. Status of cases referred for Formal Investigation;
   b. Status of cases referred Fact-Finding Investigation;
   c. Status of cases referred Mediation;
   d. Status of cases referred cases referred for appropriate action from the PAAC, 8888, CSC Contact Center ng Bayan; and
   e. School sites cases filed in court and not yet filed in court
   f. issues and concerns encountered in the process of investigation.
6. The accomplished reports shall be submitted to this link, https://tinyurl.com/MidyearReports2021, not later than September 3, 2021.

7. Program of activities are listed below for reference.

<table>
<thead>
<tr>
<th>TIME</th>
<th>PARTICULARS/AGENDA</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:40</td>
<td>Preliminaries Acknowledgement of Participants</td>
<td>Ralph Jefferson D. Alvarez, Legal Assistant II</td>
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<tr>
<td>8:40-8:50</td>
<td>Opening Remarks</td>
<td>Atty. Rosemarie M. Wailan, Attorney IV</td>
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<td>8:50-9:10</td>
<td>ARD’s Time</td>
<td>ARD Ronald B. Castillo</td>
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<tr>
<td>9:10-9:30</td>
<td>RD’s Time</td>
<td>RD Tolentino G. Aquino</td>
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<tr>
<td>9:30-10:20</td>
<td>Presentation of Reports</td>
<td>Legal Officers/Legal Designate</td>
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<tr>
<td>10:20-11:00</td>
<td>Activities/Strategies on how to lessen issues/complaints filed directly to the Central Office</td>
<td>Atty. Rosemarie M. Wailan, Attorney IV</td>
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<tr>
<td>11:00-11:30</td>
<td>Discussion on the conduct of online hearing pending the issuance of the policy from the Central Office</td>
<td>Atty. Rosemarie M. Wailan, Attorney IV</td>
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<tr>
<td>11:30-12:00</td>
<td>Other matters</td>
<td>Ralph Jefferson D. Alvarez, Legal Assistant II</td>
</tr>
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8. For information and compliance.

TOLENTINO G. AQUINO  
Director IV

Reference: None  
To be indicated in the Perpetual Index  
under the following subject:

Investigation  Legislation  
Cases  Agreements

ORD-LU/RJLC/rja/RMLU0015  
August 24, 2021

-RM-2021Midyear Meeting on Status Update of Cases-