



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM
No. 548, s. 2023

JUN 16 2023

**REQUIREMENTS IN THE SUBMISSION OF A FORMAL INVESTIGATION
REPORT**

To: All Schools Division Superintendents
Formal Investigation Committee Chairpersons
and Members
Division Legal Officers and Legal Designates

1. The 1987 Constitution guarantees the right of a person to a speedy disposition of cases — be they in criminal or civil before the courts, or administrative proceedings before quasi-judicial agencies of the government. In compliance to this constitutional mandate, this Office endeavours to resolve administrative cases within the time frame provided under DepEd Order No. 49, s. 2006 or the Revised Rules of Procedures of DepEd in Administrative Cases.
2. In the course of this endeavor, this Office has observed several factors which affect the timely resolution of cases. One of which is the evaluation of Formal Investigation Report (FIR) submitted by the Formal Investigating Committee. As observed, this Office received FIRs which are not compliant with the rules and guidelines provided in Section 41 of DepEd Order No. 49, s. 2006.
3. In this regard, this Office hereby reiterates the basic requirements in the submission of FIR, especially the documents that should be included or attached therein.

Attached to the FIR is the complete records of the case which includes the following:

- Copy of the records of the case referred by the Regional Office to the FIC.
- All properly marked documentary pieces of evidence and exhibits by the prosecution or private complainant and the respondent during the course of the formal investigation.¹
- Pre-hearing conference order.
- Position paper of the respondent and complainant or the prosecution, if submission of position paper is elected by the parties instead of a full-blown trial.

¹ The guidelines in the markings as provided in Sec. 35 of DepEd Order No. 49, s. 2006



- Records of the proceedings such as the Transcript of Stenographic Notes (TSN).
 - Other pertinent documents.
4. Moreover, the complete records shall be systematically and chronologically arranged, paged, and securely bound to prevent loss. A table of contents shall also be prepared.²
5. For information and strict compliance.



TOLENTINO G. AQUINO
Director IV

Reference:
To be indicated in the Perpetual Index
under the following subject:

Investigation
Administrative Case

ORD-LU/RMW/rja/RMLU2023-0010
June 15, 2023

² Second paragraph of Section 41, DepEd Order No. 49, s. 2006