



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 22, s. 2024

**NATIONAL TRAINING ON THE CONDUCT OF FORMAL INVESTIGATION AND
DISPOSITION OF ADMINISTRATIVE CASES**

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Regional Office Lawyers
Schools Division Office (SDO) Legal Officers/Legal Designates

1. The Department of Education (DepEd) Central Office, Legal and Legislative Affairs Strand, through the Legal Division, will be holding the National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases for Batch 3 on December 9-13, 2024 within the National Capital Region.

2. Attached hereto is a copy of Memorandum OULLA-2024-1321 issued by the Office of the Undersecretary for Legal and Legislative Affairs, for information and strict compliance.

TOLENTINO G. AQUINO
Director IV *ja*

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

Training

ORD-LU/RMW/gsl/FICTraining
October 2, 2024



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SEP 18 2024

By: Jhong Time: 1:30 p.m.
Doc.#:
From: ooua-cme7

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2024- 1391

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION - REGIONAL OFFICE NO. 1
SEP 24 2024
BY: [Signature] TIME: 2:15

FOR : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

FROM : [Signature]
ATTY. OMAR V. ROMERO
Undersecretary for Legal and Legislative Affairs

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

DATE : SEP 20 2024

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.¹ 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 education² viz-a-viz the right of all persons to a speedy disposition of their cases before all judicial, quasi-judicial, or administrative bodies.³

Accordingly, to facilitate the expeditious disposition of administrative cases in the Department of Education (DepEd), 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.

¹ DO No. 49, s. 2006, Section 20.
² 1987 Philippine Constitution, Article XIV, Section 1.
³ *Id.*, Article III, Section 16.



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Doc. Ref. Code	Rev	00
Effectivity	09.01.23	Page 1 of 3



Certificate No. PHP QMS
22 93 0085

The training aims to provide guidance to the FIC 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.

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 the Regional Offices and Schools Division Offices.”*⁴

The training will be conducted in three (3) batches as follows:

Batch	Region	Date	Venue
1	V, VI, VII, VIII	September 30, 2024 to October 4, 2024	Ecotech Center, Lahug, Cebu City
2	IX, X, XI, XII, XIII	November 11-15, 2024	Within Davao City
3	I, II, III, IV-A, IV-B, CAR, NCR, CO	December 9-13, 2024	Within National Capital Region

The aforesaid training shall be conducted in-person with the first meal being served at dinnertime on day 0 while the last meal will be served at lunchtime on day 4.

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

A Supplemental Memorandum shall be issued relative to the details of the venue.

Participants are requested to accomplish the attached *Enclosure No. 1* and indicate therein any special dietary requirements and submit the same through the email address provided below before the aforementioned activity.

For clarifications, the Legal Division may be reached through **Ms. Natividad P. Danao** at telephone no. (02) 8633-7247 or mobile number 0915-1358149, and email address at ls.ld@deped.gov.ph.

Immediate dissemination of and compliance with this Memorandum is directed.

⁴ Attached as Annex A.

(Enclosure No. 1 OULLA-2024-_____

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

**CONFIRMATION OF PARTICIPANTS
REGION/DIVISION: _____**

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

Name of Participant	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)

Regional Director/Schools Division Superintendent

Date: _____



Republic of the Philippines
Department of Education
LEGAL AND LEGISLATIVE AFFAIRS

**OFFICE OF THE UNDERSECRETARY FOR
LEGAL AND LEGISLATIVE AFFAIRS**

OFFICE ORDER NO. 003
Series of 2023

FEB 10 2023

**RE : FORMAL INVESTIGATION COMMITTEE (FIC) SECRETARIATS IN THE
REGIONAL OFFICES AND SCHOOLS DIVISION OFFICES**

In the interest of public service and pursuant to existing laws, the Regional Offices and Schools Division Offices are hereby directed to designate members from their legal units and personnel, preferably those with legal background, under their jurisdictions to form their respective Secretariats to assist their Formal Investigation Committees in order to ensure the just and speedy disposition of administrative disciplinary cases in their respective Regional Offices and Schools Division Offices.

Pursuant to DepEd Order No. 43, s.2022, as amended by DepEd Order No. 26, s.2022, and in light of the health risks associated with COVID-19, the FIC Secretariats are reminded of the directives of the Office of the Secretary to avail of video-conferencing and/or the submission of verified position papers as alternatives to travel, or in-person or face-to-face hearings in order to expedite the conduct of hearings and to minimize official travel. Should communication allowance, travel, lodging, per diem, and other incidental expenses be necessary in connection with the conduct of formal investigations, the same shall be chargeable against the funds of the field offices concerned, subject to the availability thereof, and the usual accounting and auditing rules and regulations.

It is understood that the duties of the personnel in the FIC Secretariats shall be in addition to their existing functions, without additional compensation.

The Regional Offices and Schools Division Offices are further directed to submit the names, positions, e-mail addresses, and contact numbers of the personnel designated to their respective FIC Secretariats, together with the designation order, to the Office of the Director for Legal Service through e-mail at ls.od@deped.gov.ph (cc: oula@deped.gov.ph).

This Order shall take effect immediately and shall remain in force until further orders by the Undersecretary for Legal and Legislative Affairs, or unless sooner revoked, modified, or amended by the Secretary.


JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.
Undersecretary

Copy furnished:
All concerned.