



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 202, s. 2025

**SUBMISSION OF LIST OF PARTICIPANTS FOR THE CONDUCT OF  
 RETRAINING PROGRAM FOR THE FORMAL INVESTIGATING COMMITTEE  
 CHAIRPERSON AND MEMBERS ON THE CONDUCT OF FORMAL  
 INVESTIGATION**

To: Schools Division Superintendents

1. This Office will conduct a Retraining Program for the Formal Investigating Committee Chairpersons and Members on the Conduct of Formal Investigation on March 18-21, 2025, at the National Educators Academy of the Philippines Region 1.
2. To facilitate the smooth implementation of the said activity, this Office respectfully requests for the submission of list of participants from each Schools Division Offices which consists of maximum of five (5) individuals including Legal Officers, Legal Designates or FIC Secretariats. In the selection of participants, be guided with Section 21 of DepEd Order No. 49, series of 2006 or the Revised Rules of Procedures of DepEd in Administrative Cases. Moreover, kindly give priority to those who were not able to attend the National Training on the Conduct of Formal Investigation and Disposition of Cases held at Baguio City. Submit the list of participants to this Office's Legal Unit official email address at [lu.region1@deped.gov.ph](mailto:lu.region1@deped.gov.ph) using the attached form on or before February 7, 2025.
2. For information and compliance.

For the Regional Director:

**RHODA T. RAZON**  
 Director III



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

Formal Investigation  
 Administrative Cases

ORD-LU/RMW/rja/Trainingontheconductof  
 formalinvestigation  
 February 5, 2025



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**CONFIRMATION OF PARTICIPANTS**  
 SDO \_\_\_\_\_

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

NAME OF PARTICIPANTS	POSITION	CONTACT DETAILS		DIETARY RESTRICTIONS
		MOBILE NO.	EMAIL ADDRESS	

Total Number of Confirmed Participants: \_

Submitted by: \_\_\_\_\_

Concurred: \_\_\_\_\_

Position/Designation \_\_\_\_\_

Position/Designation \_\_\_\_\_

Date: \_\_\_\_\_



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