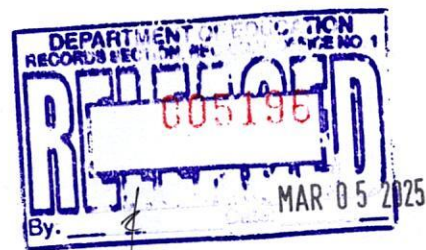




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 350, s. 2025

**RETRAINING PROGRAM FOR FORMAL INVESTIGATION COMMITTEE
 CHAIRPERSONS AND MEMBERS ON THE CONDUCT OF FORMAL
 INVESTIGATION IN ADMINISTRATIVE CASES**

To: Schools Division Superintendents

1. The Department of Education Regional Office I through its Legal Unit will conduct a Retraining Program for Formal Investigation Committee Chairpersons and Members on the Conduct of Formal Investigation in Administrative Cases at the National Educator's Academy of the Philippines, San Vicente, City of San Fernando, La Union on March 18-21, 2025, inclusive of travel time.
2. The training aims provide the participants with the necessary skills and knowledge in the conduct of investigations, processes and procedures relative to the conduct of hearings, appreciation of evidence, and drafting of Formal Investigation Reports, among others, within the context of formal investigation.
3. The participants for the training are the DepEd Officials designated as Chairpersons and Members of the Formal Investigating Committee particularly those enumerated in Section 21 of DepEd Order No. 49, s. 2006 or the Revised Rules of Procedures of DepEd in Administrative Cases.
4. The training shall be conducted in-person with the first meal being served at PM snack on day 0 or on March 18, 2025, while the last meal will be served at dinnertime of March 20, 2025.
5. For purposes of the workshop, each Schools Division Office shall bring at least one laptop and extension cord.
6. Attendance to this training shall be on Official Business. Travel expenses of the participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
7. For clarifications, this Office's Legal Unit may be reached through **Ms. Glaiza S. Leonen** at telephone no. 607-8126 loc. 107 or mobile number 09076936827 and email address at lu.region1@deped.gov.ph. Attached is a copy of the list of confirmed participants and the program matrix, for your perusal.
8. For information and strict compliance

TOLENTINO G. AQUINO
 Director IV *for*



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I | www.depedro1.com
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Effectivity	11.18.2024	Page	1 of 2



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

None

ORD-LU/RMW/rja/FICTraining



Republic of the Philippines
Department of Education
REGION I

CONFIRMED PARTICIPANTS

**RETRAINING PROGRAM FOR FORMAL INVESTIGATION COMMITTEE
CHAIRPERSONS AND MEMBERS ON THE CONDUCT OF FORMAL
INVESTIGATION IN ADMINISTRATIVE CASES**

March 18-20, 2025

NAME OF PARTICIPANTS	POSITION
SDO ILOCOS SUR	
JOYE D. MADALIPAY	Assistant Schools Division Superintendent
PERCIVAL NICHOLAS C. TAN	Attorney III
ESTRELLITA SIRUNO	School Principal IV
DANILO QUITORIANO	School Principal II
FRANCISCO LACUESTA	Master Teacher II
SDO BATAK CITY	
ARNEL S. BANDIOLA	Assistant Schools Division Superintendent
AILEEN V. JOAQUIN	Education Program Supervisor
ELDEFONSO B. NATIVIDAD, JR.	Education Program Supervisor
GERWIN V. DE LA ROSA	Legal Officer Designate
SDO VIGAN CITY	
ANNIE D. PAGDILAO	Assistant Schools Division Superintendent
CRISPULO V. ARQUERO III	Master Teacher II/ President, Teachers' Association
MARY JOY P. SUERO	Administrative Officer V/ President, National Employee Union-SDO Vigan City
ELSIE C. AMORIN	EPS, CID
SUSIEMAR M. RAPISURA	EPS, SGOD
SDO LAOAG CITY	
MARIECON G. RAMIREZ EDD, CESO VI	Assistant Schools Division Superintendent
ELIZABETH H. DOMINGO	Master Teacher II
RAYMOND SANTOS	Education Program Supervisor

JOHN PAUL M. VIERNES	Chief Education Supervisor (SGOD)
GRACIELLA FAE P. SAGUIGUIT	Administrative Officer IV (Legal Designate)
SDO ILOCOS NORTE	
ARTHUR M. LLAGUNO	Education Program Supervisor
JIMMY F. DORUPAN	Public Schools District Supervisor
ORLANDO PASCUA	School Principal III
MA. FILOMENA TEJADA CALDITO	DepEd Employees Union Representative
VEATRICE MAE A. RAGUINDIN	Administrative Aide IV
SDO LA UNION	
ATTY. PAMELA JANE P. DE GUZMAN	Attorney III
BLINDA M. BALDERAS	Principal II
ADELA C. LIBUNAO	Principal IV
GERMAN C. FLORA	Chief, CID
JAY ROME CASTILLANO	Administrative Assistant II
SDO ALAMINOS CITY	
ELNORA T. RAROQUE	Education Program Supervisor
BENEDICTA B. SANTOS	Education Program Supervisor
DIANA MARIE G. OLIGUAN	Senior Education Program Specialist
LAURO C. MALVECINO	Master Teacher I
CHENE LORENE R. ANGELES	Administrative Assistant II
SDO PANGASINAN I	
CARMINA GUTTIEREZ	CID Chief
MARJOHN P. SANTE	Teacher III
FERDINAND C. DE GUZMAN	Teacher III
JANEA KNICKA B. SISON	Legal Assistant I
SDO PANGASINAN II	
MARCIANO U. SORIANO, JR.	Assistant Schools Division Superintendent
REGINA FABIA	Principal IV, PESPA President
JOSE VENENCIANO	Principal IV, NAPSHI President
MIKE DACASIN	Education Program Supervisor
EMETERIO SONIEGA, JR.	Education Program Supervisor

CANDON CITY	
ALEXANDER M. RAZO	Education Program
ALEJANDRO F. HABOC JR.	School Principal IV
GINA P. MANZANO	School Principal IV
MARK CHRISTOPHER F. GONZALO	Administrative Aide VI
INCOMING CID CHIEF	Chief Education Supervisor
SDO SFC	
MICHAEL F. RAMIREZ	EPS
LORENA C. SALVADOR	EPS
ARNOLD NAVARETTE	MT
NANCY HOGGANG	EPS
SDO DAGUPAN CITY	
ATTY. JOSE O. OVIEDO	Attorney III
ANNA LIZA CHAN	OIC-ASDS
CRISTINA C. AQUINO	PSDS
EDGAR TIMBOL	FIC Secretariat
BETHANY VENICE S. BAUTISTA	FIC Secretariat
SDO SAN CARLOS CITY	
ROGELIO DE GUZMAN	PSDS
ELLEN DE GUZMAN	PSDS
JOSEPHINE I. ROSARIO	PSDS
JULIA TAGULAO	Principal IV
TONY AQUINO	Principal III



Republic of the Philippines
Department of Education
 REGION I

**RETRAINING PROGRAM FOR FORMAL INVESTIGATION
 COMMITTEE CHAIRPERSONS AND MEMBERS ON THE CONDUCT OF
 FORMAL INVESTIGATION**

**MARCH 18-21, 2025
 (Inclusive of Travel Time)**

Program of Activities

Day 0 – March 18, 2025, Tuesday

TIME	ACTIVITY	Responsible Person/Office
1:00 PM	Arrival and Registration	Secretariat
3:00PM - 5:00 PM	Completion of pre-work	Secretariat

Day 1 Orientation / Lecture – March 19, 2025, Wednesday

TIME	ACTIVITY	Responsible Person/Office
7:00AM - 8:00AM	Registration	Secretariat
8:00 AM - 8:15 AM	Opening Ceremony Opening Prayer National Anthem Quality Policy	Secretariat
8:15 AM - 9:25 AM	Opening Remarks To deliver a _____ Message	Rhoda T. Razon Assistant Regional DepEd Region 1 Tolentino G. Aquino Director IV
9:25 AM - 9:30 AM	House Rules & Leveling of Expectations	Secretariat
9:30 AM – 10:30 AM	Introduction and Overview of DepEd Order No. 49, s. 2006 or the Revised Rules of Procedures of DepEd in Administrative Cases	Atty. Liwawa D. Siapno Attorney III SDO San Carlos City

10:30 AM-11:30 AM	Processes and Procedures on the Conduct of Formal Investigation and Drafting of Formal Investigation Report	Atty. Kaye Martinez-Carame Attorney III
11:30 AM- 12:00 NN	Open Forum and Awarding Certificate of Appreciation	Secretariat
12:00 NN - 1:00 PM	Lunch Break	
1:00 PM - 2:30 PM	Basic Rules on the Appreciation of Evidence	Atty. Eric Karl Nicholas Aguilar Attorney III
2:30 PM- 4:30 PM	Workshop and Simulation Activity	Secretariat
4:30 PM- 5:00 PM	Open Forum	Secretariat
	Dinner Break	

Day 2 Orientation / Lecture – March 20, 2025, Thursday

TIME	ACTIVITY	Responsible Person/Office
7:00 AM - 8:00 AM	Registration	Secretariat
8:00 AM - 8:30 AM	Management of Learning	Representative from Participants
8:30AM – 9:30 AM	Hurdling Challenges during Formal Investigation	Attorney Percival Nicholas Tan Attorney III
9:30 AM-10:00 AM	Open Forum	
10:45 AM-11:45 AM	Procedures in Handling Bullying Cases and Child Abuse Cases	Roxanne Cases LRPO Regional Office I ESSD
11:45 AM-12:00	Open Forum	Secretariat

12:00 NN - 1:00 PM	Lunch Break	
1:00 PM - 2:00 PM	Roles of CODI in Child Abuse Cases	Atty. Pamela Jane U. De Guzman Attorney III
2:00 PM - 3:00PM	Briefer on RA No. 11313 or the Safe Spaces Act	Atty. Graciella Faye Saguiguit Schools Division Office of Laoag City
3:00 PM -4:00 PM	R.A 10173 or the Data Privacy Act	Atty. Kim Tagorda Schools Division Office of Vigan City
4:00 PM- 5:00 PM	Open Forum and Awarding of Certificates	Secretariat
6:00 PM	Dinner Break---END	

Masters of Ceremony: Shaira Ann Marie S. Rivera, Administrative Assistant I