



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 297, s. 2026

REITERATION ON THE STRICT COMPLIANCE WITH THE REGLEMENTARY PERIOD FOR SUBMITTING FORMAL INVESTIGATION REPORT, FACT-FINDING INVESTIGATION REPORT AND PRELIMINARY INVESTIGATION REPORT

To: Schools Division Superintendents
Formal Investigation Committees
Regional Legal Officer and Investigator
Division Legal Officers

1. Section 16, Article III of the 1987 Philippine Constitution provides that "All person shall have the right to a speedy disposition of their cases before all judicial, quasi-judicial, or administrative bodies." Pursuant to this constitutionally enshrined right, the Department of Education, as a quasi-judicial agency, issued DepEd Order No. 49, series of 2006, otherwise known as the Revised Rules of Procedure of the Department of Education in Administrative Cases, to establish a clear and well-defined guidelines in the handling and disposition of administrative cases within the Department. Specifically, the rule provides the timeline in the conduct of investigation and submission of reports, *to wit*:

As to the conduct of fact-finding investigation/preliminary investigation

SEC. 9. Fact-Finding Investigation or Preliminary Investigation

e. A fact-finding investigation or preliminary investigation shall commence **not later than five (5) days** from receipt by the investigator(s) of the Order of the disciplining authority appointing him/them as investigator(s) and shall be terminated **within thirty (30) days** thereafter.

f. Investigation Report – **Within five (5) days** from the termination of the preliminary investigation or fact-finding investigation, the investigator(s) shall submit the complete records of the case to the Disciplining Authority together with his/their investigation report which should contain his/their findings and recommendations.

As to the conduct of formal investigation

SEC. 22. *Commencement and Duration of the Formal Investigation.* The Formal Investigation shall be held **not earlier than five (5) days nor later than ten (10) days** from receipt of the Order of



the disciplining authority constituting the Formal Investigating Committee. Said investigation shall be finished **within thirty (30) days** from receipt of said Order by the Formal Investigating Committee unless the period is extended by the disciplining authority in meritorious cases.

2. This Office endeavors to conduct its investigations within the reglementary period prescribed under the above-stated rule. However, it has been observed that certain fact-finding and preliminary investigation reports and formal investigation reports have been submitted beyond the prescribed period, with some cases taking several years before a report was finally submitted.
3. To ensure the speedy and efficient administration of justice, Regional and Division Legal Officers and Investigators as well as the Formal Investigation Committees are hereby reminded to strictly comply with the prescribed timelines in the submission of reports and resolution of cases. Adherence to these timelines is essential to uphold due process, promote accountability, and maintain public trust in government service.
4. While this Office understands that certain delays in the resolution of cases and submission of reports may have been due to meritorious circumstances, all Regional and Division Legal Officers, Investigators, as well as the Formal Investigation Committees are still directed to accord priority to the cases within their respective jurisdictions and those that were assigned to them pursuant to DepEd Order No. 49, series 2006.
5. For information and strict compliance.

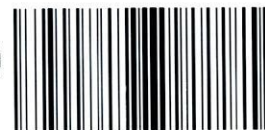


TOLENTINO G. AQUINO
Director IV

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

Investigation
Administrative Cases

ORD-LU/RMW/rja/ResolutionofAdminCases
February 23, 2026



LEGAL260307