Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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REGIONAL MEMORANDUM
No. 1518, s. 2026

ORIENTATION ON THE DEPARTMENT OF EDUCATION RULES ON ADMINISTRATIVE CASES

To: Schools Division Superintendents

1. The Office of the Legal Service-Investigation Division of the Department of Education-Central Office, in collaboration with its partners and stakeholders, intends to strengthen the legal arm of DepEd through the conduct of a capacity-building activity of disciplining authorities and lawyers in the Central Office and field offices, whose functions involve the investigation, prosecution, and adjudication of administrative complaints and cases. The activity will be conducted on December 1-4, 2026, within Cebu (Region VII).

2. Attached is a copy of MEMORANDUM OULLA-2026-3185, for reference and guidance.

3. Immediate dissemination of this Memorandum is desired.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Regional Director/Director IV

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

ORD-LU/RMW/gsl/RACsOrientation
November 11, 2026

DepEd RO1 Documan
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-3185

TO : **DIRECTORS, LEGAL SERVICE**
CHIEF, INVESTIGATION DIVISION
CHIEF, LEGAL DIVISION
REGIONAL DIRECTORS
TECHNICAL WORKING GROUP MEMBERS
ALL OTHERS CONCERNED

FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary for Legal and Legislative Affairs

SUBJECT : **CONDUCT OF ORIENTATION ON THE DEPARTMENT OF EDUCATION RULES ON ADMINISTRATIVE CASES**

DATE : 10 November 2026

The 1987 Constitution accords all persons the right to a speedy disposition of their cases before all administrative bodies.[1] Moreover, the 2025 Rules on Administrative Cases in the Civil Service mandates the establishment of a Committee on Decorum and Investigation and formulation of internal rules consistent therewith.

In compliance with the foregoing constitutional and statutory mandates, the Legal Service – Investigation Division (LS-ID) of the Department of Education (DepEd) – Central Office (CO), in collaboration with its partners and stakeholders, intends to strengthen the legal arm of DepEd through the conduct of a capacity-building activity of disciplining authorities (RDs/ARDs) and lawyers, in the CO and field offices, whose functions involve the investigation, prosecution, and adjudication of administrative complaints and cases.

The list of participants is attached as **Annex A**. Moreover, kindly see the *Participation Approval Sheet* attached as **Annex B**. An accomplished and approved copy of the latter shall be uploaded through the link or QR code provided below.

The details on the venue and date of the training are as follows:

Date *(Inclusive of Travel Time)*	**Venue*** **Exact venue to be announced in a separate advisory*
December 1-4, 2026	**Within Cebu (Region VII)**

[1] Section 16, Article III.

Registration shall commence at **12 noon.** The program proper will start at exactly **2:00 P.M.** of Day 1 (December 1), and end at 12:00 P.M. of Day 4 (December 4).

The provision of meals and accommodations will be as follows:

	Day 1 (December 1)	Day 2 (December 2)	Day 3 (December 3)	Day 4 (December 4)
Breakfast		/	/	/
AM Snack		/	/	/
Lunch		/	/	/
PM Snack	/	/	/	
Dinner	/	/	/	

The travel expenses of (i) CO participants and (ii) participants from the field offices shall be charged to the **local funds** of their respective offices, subject to existing budgeting, accounting, and auditing rules and regulations.

Additionally, participants are requested to register by accomplishing this form: https://bit.ly/2026DepEdRAC and confirm participation **on or before 17 November 2026 (Tuesday)**.



For more information and further clarification, please contact **Ms. Jonnalyn K. Ngadao,** through email address at **legalaffairs.training@deped.gov.ph** or through Viber number 09260566012.

Annex A

LIST OF PARTICIPANTS

LEXECOM	7
Technical Working Group (TWG) Members	9
Program Management Team	18
Central Office Participants:	
Legal Division	3
Investigation Division	6
BHROD-Personnel Division	1
AS-Records Division	1
Field Offices Participants:	
Regional Directors or Assistant Regional Directors *(or their authorized representative)*	17
Regional Lawyers (either Attorney IV or Attorney III per Region)	17
Division Lawyers	220
Total	***300***

Technical Working Group (TWG) Members

1. Atty. Cornelio A. Pacala
2. Atty. Leomar D. Ladonga
3. Atty. Jocelyn Buclig-Guzman
4. Atty. Andrea V. Lee
5. Atty. Nadine D. Ong
6. Atty. Annaliza G. Esperanza
7. Atty. Hiede S. Manginga
8. Atty. Annette L. Doyaoen
9. Atty. Domingo B. Alidon

Program Management Team (PMT):

1) Atty. Cedric Emmanuel S. Villaran
2) Jonnalyn K. Ngadao
3) Vanessa Anne C. Onao
4) Marianne O. Cruzin
5) Cecilio D. Peralta
6) Atty. Camille Bianca L. Dela Rosa
7) Atty. Guianina Shiela Camille A. Soriano
8) Atty. Esperanza T. Tayamora
9) Atty. Mark Joseph A. Cielo
10) Atty. Jonas M. Ocampo
11) Atty. Katherine Mae I. Bunao
12) Carlo Troy Acelott T. Manalo
13) Atty. Danessa Anne P. David
14) Steve H. Rañeses
15) Jasper Colly V. Fung
16) Doctor
17) Nurse
18) Public Affairs Service (PAS) personnel

Annex B

PARTICIPATION APPROVAL SHEET

Title of Activity / Training:	**Orientation on the Department of Education Rules on Administrative Cases**
Inclusive Dates:	December 1-4, 2026
Venue	Within Cebu
Office:	[Complete office name at Central/Regional/Division office]

Official List of Authorized Participants*

(Please ensure that all names and other entries are verified and typed correctly.)

No.	Full Name (Last Name, First Name, M.I.)	Sex (M/F)	Position / Designation	Office/ Station	Official DepEd Email	Contact No.
1	Dela Cruz, Juan A. **focal person*	M	Attorney IV	Regional Office-RO 7	juan.delacruz@deped.gov.ph	0917-000-0000
2	Santos, Maria B.	F	Attorney III	Division of Cavite Province	maria.santos@deped.gov.ph	0918-000-0000
3	Reyes, Mark C.	M	Attorney III	Central Office – Legal Service – Legal Division	mark.reyes004@deped.govph	09212345678

**Should an authorized participant be subsequently replaced/ substituted, this shall be reflected in another Participation Approval Sheet*
***Focal Person shall be specified*

I hereby certify that the personnel listed above have met the qualifications set forth in the Memorandum-Invitation and are duly authorized to attend this activity on official business.

Approved by:

[NAME OF HEAD OF OFFICE]
[Position of Head of Office]
Date: _____