



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 23, 2020

REGIONAL MEMORANDUM

No. **524**, s. 2020

CONDUCT OF CAPACITY BUILDING FOR FORMAL INVESTIGATION COMMITTEES ON ADMINISTRATIVE INVESTIGATION

To: Schools Division Superintendents
All Others Concerned

1. The Office of the Regional Director-Legal Unit shall conduct a Capacity Building for Formal Investigation Committees on Administrative Investigation in order to enhance the basic knowledge and skills of the members of the committees in handling administrative cases and expedite the conduct of proceedings and resolution of cases.
2. In view, however, of the current pandemic, the said activity shall be held at each Division Office. The Division Office shall determine the most convenient schedule which may be set anytime from October to December 2020. On the other hand, the Regional Office shall download funds for the said activity subject to existing accounting and auditing rules and regulations.
3. The participants to the said activity are the following:

Participants per Division	Number of Participants
ASDS	1
Division Chiefs/Supervisors	8
Teachers' Association Representative	1
Resource Speakers/Facilitators	4
TOTAL	14

4. All existing health safety protocols shall be observed during the conduct of the activity.
5. Immediate dissemination of and compliance with this memorandum are desired.


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DEPARTMENT OF EDUCATION
REGION VIII, EASTERN VISAYAS

Director IV 

RELEASED



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Page 1 of 2



Enclosure: None

References: None

To be indicated in the Perpetual Index under the following subjects:

CAPACITY BUILDING

ADMINISTRATIVE INVESTIGATION

ORD-LU-ECC