



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

November 4, 2022

REGIONAL MEMORANDUM

No. **1239**, s. 2022

REGULAR MONITORING AND CLOSE COORDINATION AMONG THE CONCERNED OFFICES RELATIVE TO ADMINISTRATIVE COMPLAINTS AND CASES

To: Schools Division Superintendents
Legal Officers/Designate
All Others Concerned

1. Attached is a Memorandum **DM-LA-2022-0295**, from the Office of the Undersecretary for Legal Affairs, dated October 25, 2022, re: regular monitoring and close coordination among the concerned offices relative to administrative complaints and cases.
2. Immediate dissemination of and compliance with this Memorandum is desired.


EVELYN R. FETALVERO, CESO IV
Regional Director



Enclosure: Memorandum
References: None

To be indicated in the Perpetual Index under the following subjects:
MONITORING ADMIN CASES

ORD-LU-ECC



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ISO 9001:2015 Certified

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 1





OFFICE OF THE DIRECTOR IV
 Date and Time Received 5:34
 Date and Time Released
 Signature
 Signature

DEPARTMENT OF EDUCATION
 RECORDS DIVISION, CENTRAL OFFICE
11751
 ALMA D. APANAY OCT 28 2022

Republic of the Philippines
Department of Education
 LEGAL AFFAIRS

MEMORANDUM
 DM-LA-2022- 0295

TO : **Regional Directors**
Schools Division Superintendents
Chiefs, Investigation and Legal Divisions, Legal Service
Head, Learner Safeguarding Office
All Others Concerned

FROM : **JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.**
 Undersecretary for Legal Affairs

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AMANDA MARIE F. NOGRALES, J.D.
 Assistant Secretary for Legal Affairs *AXV/DA*
RAP

SUBJECT : **Regular Monitoring and Close Coordination among the**
Concerned Offices relative to Administrative
Complaints and Cases

DATE : October 25, 2022

This Office would like to reiterate the request to comply with Memorandum DM-LA-2022-0253, dated October 6, 2022, on the weekly reporting of abuse, harassment and other administrative complaints of the Department.

Pursuant to this, indorsements and memoranda sent via official DepEd electronic mails should be recognized and shall serve as official correspondence and referral from this Office to the respective field offices as of the date of sending such electronic mails. Necessarily, this does not preclude this Office from issuing written indorsements and memoranda sent via registered mail or courier.

Additionally, this Office may request for additional information and updates on such cases via electronic mails, telephone and cellular phone calls, short message services, online calls, and online messages and groups. Such requests for information are considered official and should be considered when originating from the designated focal persons of this Office, as follows:

Atty. Leomar Ladonga	8631-5773 or 8631-7242
Guin Michaila Pamplina	
Jonnalyn Ngadao	
Hannah Tangunan	
Marianne Cruzin	
Atty. Tristan Joseph Rondolo	8637-6206
Jennifer Zamboanga	

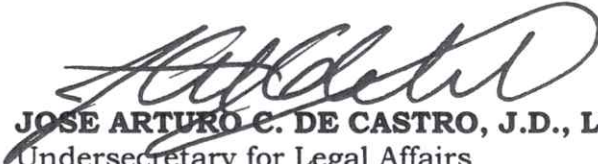


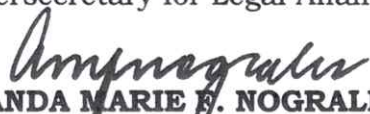
Republic of the Philippines
Department of Education
LEGAL AFFAIRS

MEMORANDUM

DM-LA-2022- 0295

TO : Regional Directors
Schools Division Superintendents
Chiefs, Investigation and Legal Divisions, Legal Service
Head, Learner Safeguarding Office
All Others Concerned

FROM : 
JOSE ARTURO C. DE CASTRO, J.D., LL.M., J.S.D.
Undersecretary for Legal Affairs


AMANDA MARIE F. NOGRALES, J.D.
Assistant Secretary for Legal Affairs *MW 10/25/22* *RRP*

SUBJECT : Regular Monitoring and Close Coordination among the
Concerned Offices relative to Administrative
Complaints and Cases

DATE : October 25, 2022

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Atty. Tristan Joseph Rondolo	8637-6206
Jennifer Zamboanga	

Dante Guasis	
Maria Corina Dela Cruz	
Atty. Geraline Mae Ramones	863-66544 or 863-66550
Atty. Marie Margaret Galvez	
Atty. Nikki Salopaso	8633-7259

To reiterate, the Schools Division Offices shall submit to their respective Regional Offices, the Weekly Reports **every Friday, not later than 5:00 pm**. Accordingly, the Regional Offices shall validate and consolidate the reports of the SDOs for submission to the Legal Affairs, through the Investigation Division, **every Monday, not later than 5:00 pm**.

For facilitation, the submission of the Weekly Reports shall be in **electronic copy, in excel file with editable versions**. The Weekly Reports shall be sent to the Investigation Division through the following email addresses: ls.invesdiv@deped.gov.ph, copy furnished oasla@deped.gov.ph; ls.ld@deped.gov.ph; leahd@deped.gov.ph; leomar.ladonga@deped.gov.ph; geraline.ramones@deped.gov.ph; and marie.galvez@deped.gov.ph.

The Investigation Division, Legal Division, and Learner Safeguarding Office shall also update their respective data on abuse, harassment and other administrative complaints and cases **every Monday, not later than 5:00 pm**, and consolidate/update the national data **every Tuesday, not later than 5:00 pm**.

For information dissemination and immediate compliance. ✓

WISHLIST REPORT OF ABUSE / HARASSMENT/ OTHER ABUSE CASES
2016

NO.	DATE COMMITTED	DATE REPORTED	STATION	SCHOOL / DIVISION / SCHOOL	PERSON COMPAIRED OF / PERSECUTED	POSITION / DESIGNATION	DESCRIPTION OF THE ALLEGED ACTS			STATUS (AS OF)	DATE FILED / INDICATE DATE OF RESCARCH OF CHARGE
							ABUSE / HARASSMENT	ABUSE / HARASSMENT	OTHER ADMINISTRATIVE CASES		
ABUSE / HARASSMENT											
1	January-February 2016	03/01/2016	B 1 La Union ABC Central School		Juan Dela Cruz	Teacher I	Alleged two (2) instances of touching of the private parts of a Grade 1 student, which happened sometime in January to February 2016			As of 10/19/2016, a Post Hearing Conference was conducted by the Formal Investigation Committee held on August 1, 2016	Yes (08/04/2016)
2	05/10/2016	09/04/2016	VIII Cebu City XYZ High School		Francis Dela Cruz	Principal I	Alleged physical abuse by hitting a Grade 10 student on the head with a book			As of October 19, 2016, the case was scheduled for a final finding investigation	No
3	08/20/2016	09/10/2016			Mark Reyes	Accountant III				As of October 19, 2016, a Formal Conference was held and the respondent was placed under Preventive Suspension for a period of three (03) days	Yes (10/12/2016)
4	09/01/2016	09/10/2016	RX Schools Division of Iligan City		Rose Angles	Administrative Officer V	Alleged sexual harassment by groping the breast of a female subordinate employee			As of October 19, 2016, the case was scheduled for a final finding investigation	Yes (09/20/2016)

REMARKS

1. Abuse and harassment complaints and cases - refer to child abuse and acts of harassment that pertain to inappropriate and other sexual acts committed against the child or other persons.
2. Other Abuse cases - refer to administrative complaints and cases other than those that pertain to abuse and harassment.
3. It is directed that the weekly report should be in serial file format and the required details or information be provided on a per year basis, one sheet about being used per year from 2016 to 2022.

Don *HW* RRP

NUMBERS OF COMPLAINTS FILED/REPORTED
2016 (provide details/information accordingly per year until 2022)

REGION	PENDING			TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING OTHER ADMINISTRATIVE COMPLAINTS	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION	TOTAL NUMBER OF PENDING COMPLAINTS THAT TRANSFERRED TO FORMAL CHARGE BY LAST WEEK OF OCTOBER 2022 ONWARDS	CLOSED/TERMINATED			TOTAL NUMBER OF CLOSED/TERMINATED COMPLAINTS OF REGION INVOLVING OTHER ADMINISTRATIVE CASES	TOTAL NUMBER OF CLOSED/TERMINATED COMPLAINTS OF REGION
	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS	BEARDOON OF PENDING COMPLAINTS INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS IN THE NO/SDO				BEARDOON OF PENDING COMPLAINTS INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS IN THE NO/SDO	BEARDOON OF PENDING COMPLAINTS INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN IN THE NO/SDO	BEARDOON OF CLOSED/TERMINATED COMPLAINTS OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN IN THE NO/SDO		
EXAMPLE											
	25	24	25	78	15	15	4	4	23		
RO											
Ilocos Norte	1	1	1	4	1	1	1	1	1		
Ilocos Sur	1	2	2	4	1	1	1	1	1		
La Union	1	2	2	4	1	1	1	1	1		
Pangasinan I	3	4	2	1	1	1	1	1	1		
Pangasinan II	1	2	2	1	1	1	1	1	1		
Abulaya City	4	1	1	1	1	1	1	1	1		
Atarac City	1	1	1	1	1	1	1	1	1		
Candao City	2	1	1	1	1	1	1	1	1		
Dagupan City	2	1	1	1	1	1	1	1	1		
Lang City	1	1	1	1	1	1	1	1	1		
San Carlos City	1	1	1	1	1	1	1	1	1		
San Fernando City	1	2	1	1	1	1	1	1	1		
Urdaneta City	1	2	3	1	1	1	1	1	1		
Vigan City	1	1	4	1	1	1	1	1	1		

Don't forget RRP

NUMBER OF CASES FILED (FORMAL CHARGE RETURN)
2016 (provide details/information accordingly per year until 2022)

REGION	PENDING			TOTAL NUMBER OF PENDING CASES OF REGION ³	CLOSED/TERMINATED			TOTAL NUMBER OF CLOSED/TERMINATED CASES OF REGION	TOTAL NUMBER OF ALL PENDING AND CLOSED/TERMINATED CASES
	TOTAL NUMBER OF PENDING CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN	TOTAL NUMBER OF PENDING CASES OF ABUSE AND HARASSMENT AGAINST OTHER PERSONS	TOTAL NUMBER OF PENDING COMPLAINTS OF REGION INVOLVING OTHER ADMINISTRATIVE CASES		TOTAL NUMBER OF CLOSED/TERMINATED CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN	TOTAL NUMBER OF CLOSED/TERMINATED CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS	TOTAL NUMBER OF CLOSED/TERMINATED CASES OF REGION INVOLVING OTHER ADMINISTRATIVE CASES		
NO	BREAKDOWN OF PENDING CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN IN THE RO/SDO	BREAKDOWN OF PENDING CASES OF ABUSE AND HARASSMENT AGAINST OTHER PERSONS IN THE RO/SDO	BREAKDOWN OF PENDING COMPLAINTS OF REGION INVOLVING OTHER ADMINISTRATIVE CASES IN THE RO/SDO		BREAKDOWN OF CLOSED/TERMINATED CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST CHILDREN IN THE RO/SDO	BREAKDOWN OF CLOSED/TERMINATED CASES OF REGION INVOLVING ABUSE AND HARASSMENT AGAINST OTHER PERSONS IN THE RO/SDO	BREAKDOWN OF CLOSED/TERMINATED CASES OF REGION INVOLVING OTHER ADMINISTRATIVE CASES		
Ilceos Forts									
Ilceos Bar									
La Urdan									
Pangasinan I									
Pangasinan II									
Alcala City									
Batac City									
Candon City									
Dagupan City									
Laog City									
San Fernando City									
Urdaneta City									
Vigan City									

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