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

July 15, 2024

REGIONAL MEMORANDUM

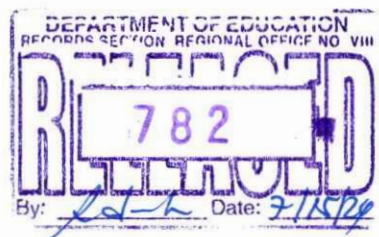
No. **782** s. 2024

**INVENTORY REPORT OF ADMINISTRATIVE
COMPLAINTS AND CASES**

To: Schools Division Superintendents
Division Legal Officers
All Others Concerned

- Attached is a Memorandum dated July 10, 2024, from the Office of the Legal Service, relative to the submission of Inventory Reports Of Administrative Complaints And Cases including matters pertaining to Sexual Harassment and Child Abuse, to be submitted using the attached template: <https://tinyurl.com/TemplateLegal>.
- The report shall be submitted **on or before July 18, 2024** through this email legal.region8@deped.gov.ph. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director



Enclosures: Memorandum
References: None

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

Inventory of Complaints and Cases

Sexual Harassment and Child Abuse

ORD-LU-MJSC





Republic of the Philippines
Department of Education
 LEGAL SERVICE



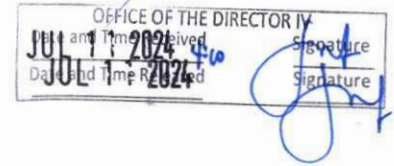
MEMORANDUM

FOR : Regional Directors
 Regional Lawyers
 All Concerned

FROM : **ATTY. LEOMAR D. LADONGA**
 Attorney IV
 Officer-in-Charge, Legal Service – Investigation Division

SUBJECT : **Inventory Report of Administrative Complaints and Cases including matters pertaining to Sexual Harassment and Child Abuse**

DATE : July 10, 2024



As the Legal and Legislative Affairs Strand (LLAS) is currently in the process of transitioning with the Department’s new administration, the need to evaluate and perform proper coordination of tasks, strategies, directions, operations and documents such as but not limited to the number of Administrative Complaints and Cases in the Central, Regional and Division level, is of vital importance for this Office’s smooth turn-over and compliance with the administration’s reportorial requirements.

Relative thereto, this Office hereby asks your assistance in collating all Administrative Complaints and Cases including matters pertaining to Sexual Harassment and Child Abuse (whether pending or resolved) in your respective Regional and Division Offices, covering the period of **July 1, 2022 to June 30, 2024**.

Please use the attached template and submit your Inventory Report on or before **July 19, 2024, Friday** to Ms. Vanessa Anne C. Onao, Legal Assistant II, Legal Service – Investigation Division through email at **ls.invesdiv@deped.gov.ph**.

Should there be any queries, you may also contact Ms. Vanessa Anne C. Onao at telephone no. (02) 631-5773.

For immediate dissemination and compliance of this Memorandum.

11 JUL 2024



Address: 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, 1600
 Telephone Nos.: (02) 836-6550
 Email Address: ls.invesdiv@deped.gov.ph
 Website: www.deped.gov.ph

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Certificate No. BUD-001



Republic of the Philippines
Department of Education
LEGAL SERVICE

Template No. 1 – Administrative Complaints and Cases Summary

Jurisdictions	Administrative Complaints	Administrative Cases	Total
Regional Office			
Division Offices			

Template No. 2 – Sexual Harassment and Child Abuse

Region/Schools Division:				
Name of Parties Involved	Nature of the Case	Date Committed	Status	Ways Forward/Next Steps
1.				
2.				
3.				
4.				
5.				

Total: _____



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Annex __

Template No. 1 – Administrative Complaints and Cases Summary

Jurisdictions	Administrative Complaints	Administrative Cases	Total
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Total: _____