



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

August 3, 2026

REGIONAL MEMORANDUM

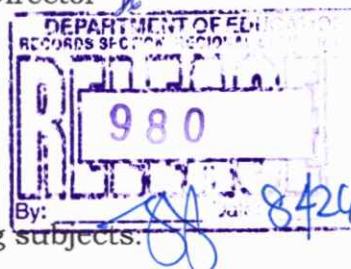
No. **980** s. 2026

LEGAL CONFERENCE CUM WRITESHOP ON THE PREPARATION OF FACT-FINDING OR PRELIMINARY INVESTIGATION REPORTS

To: Schools Division Superintendents
Division Legal Officers
All Others Concerned

1. The Office of the Regional Director-Legal Unit shall conduct a legal conference cum writeshop on the preparation of fact-finding or preliminary investigation reports on **September 1-4, 2026** at a venue which shall be announced in a separate memorandum. This activity aims to strengthen the knowledge and competencies of the Special Investigator and Legal Officers, thereby promoting the timely, consistent, and quality resolution of administrative cases.
2. The participants to this activity (DepEd RO8 Office Legal Officers, Special Investigator III, and SDO Legal Officers), are requested to bring their laptops and at least three case files under fact-finding/preliminary investigation. See attached activity matrix for reference.
3. The participants' food and accommodation shall be charged against the ORD-Legal fund while the travel and other expenses of the participants shall be charged against their local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

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SALUSTIANO T. JIMENEZ, JD, EdD, CESO III
Regional Director *H*



Enclosure: None

Reference: None

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

WRITESHOP

LEGAL CONFERENCE

ORD-ECC



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