



August 7, 2018

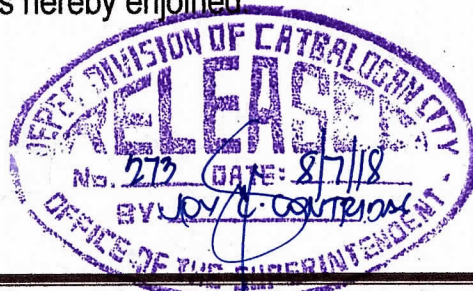
**DIVISION MEMORANDUM**

NO. 273, S. 2018

**TRAINING/WORKSHOP ON HOW TO CONDUCT FORMAL INVESTIGATION  
IN ADMINISTRATIVE CASES**

TO: **Assistant Schools Division Superintendent  
CID Chief, SGOD Chief  
Education Program Supervisors  
Public Schools District Supervisors  
PESPA and NASSPHIL Officers**

1. Pursuant to RA 4670 or the Magna Carta for Public School Teachers, the Schools Division Superintendent or his duly authorized representative, representatives of teacher's organizations and supervisors are often called upon to hear administrative charges against teachers. The procedure for formal investigation is replete with legal technicalities which are beyond the training of the above-named personalities, hence the need for them to be trained in the conduct of the same in order to gain knowledge, and having so gained, to have confidence in the execution of their duties as members of the formal investigation committee.
2. Catbalogan City Division through the Legal Unit will conduct a Training/Workshop on How to Conduct Formal Investigation in Administrative Cases on August 10, 2018 at Nana Manuela, Lincoln Avenue, Catbalogan Samar.
3. The purpose of this activity is to train the participants to the end that they may be able to:
  - a. Enumerate the different administrative offenses and their penalties
  - b. Differentiate between a preliminary investigation and formal investigation
  - c. Know the process of the formal investigation, the flow of the hearing, and basic rules of procedure
  - d. Write orders, notices, reports, recommendations and decisions.
4. Expenses relative to the conduct of the Training/Workshop such as food, venue and other training expenses shall be charged against the Division MOOE/HRTD Funds subject to the usual accounting and auditing rules and regulations.
5. Attendance is hereby enjoined



**CRISTITO A. ECO, CESO VI**  
Schools Division Superintendent