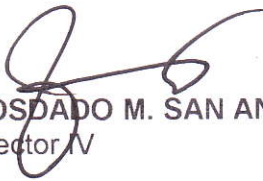




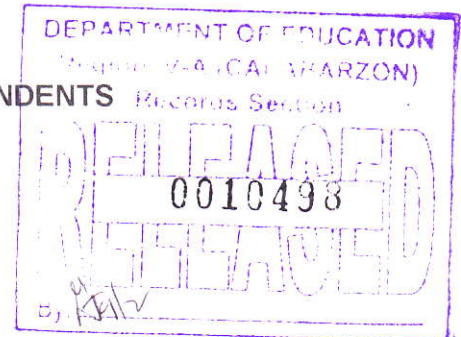
MEMORANDUM

To : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

From : 
DIOSDADO M. SAN ANTONIO
Director IV

Subject : **TRAINING-WORKSHOP ON THE RULES OF PROCEDURE IN HANDLING ADMINISTRATIVE CASES AND PROPER REPORTING OF PROCEEDINGS**

Date : September 2, 2014



Per compliance to DepEd Order No. 49, s. 2006, revised rules of procedure of the Department of Education in administrative cases, a two-day training-workshop on the Rules of Procedures in handling administrative cases and proper reporting of proceedings will be conducted on October 2-3, 2014 at NEAP CALABARZON, Malvar, Batangas.

The said training-workshop aims the participants to:

1. gain and in-depth understanding on the following:
 - a. filing complaints;
 - b. fact-finding investigation;
 - c. formal charge;
 - d. preventive suspension;
 - e. formal investigation; and
 - f. grounds for disciplinary action

2. enhance skills in the following:
 - a. preparation of reports on the proceedings of the conduct and results of investigation;
 - b. handling complaints; and
 - c. conducting fact-finding investigation and formal investigation

Participants to this activity are division legal coordinators and grievance committee members composed of ASDS and 2 grievance committee members per division.

They are requested to be in the venue at exactly 7:00 am of October 2, 2014. Registration starts at 7:00 a.m., and the opening program will commence at exactly 8:00. a.m.. The first meal to be served is breakfast of the same day and the last meal will be pm snacks of the last scheduled day.

Confirmation of participants must be submitted to this Office thru e-mail at td_calabarzon@yahoo.com on or before September 26, 2014.

Expenses relative to this activity such as board and lodging of the participants, training materials and other incidental expenses are chargeable against HRTD funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination to all concerned is highly appreciated.

Received: Joseph
9/2/14
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