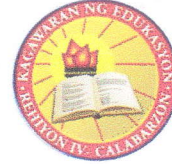




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : School Division Superintendents



FROM : *[Signature]*
DR. CARLITO D. ROCAFORT
Schools Division Superintendent
Officer-In-Charge
Office of the Regional Director *[Signature]*

SUBJECT : **TRAINING-WORKSHOP FOR FACT-FINDING/PRELIMINARY INVESTIGATORS.**

DATE : May 17, 2019

1. Section 8 of DepEd Order No. 49, Series of 2006 provides that if the complaint is sufficient in form and substance, the disciplining authority shall give due course to the complaint by appointing within 10 days from receipt of the complaint an investigator/s who shall conduct fact-finding investigation or preliminary investigation.
2. At present, the Disciplining Authority appoints the School Division Superintendents to conduct the required investigation. On the other hand, the latter delegates the investigation to the Legal Officer/Legal Coordinator or any personnel in the Schools Division Office.
3. With this set-up, there is the need to train the personnel from the Schools Division Offices as well as from the Regional Office in the following matters: (1) procedure in the conduct of fact-finding investigation, (2) procedure in the conduct of preliminary investigation, (3) appreciation of evidence and (4) writing fact-finding investigation report/preliminary investigation report. **Priority shall be given to participants who are members of the fact-finding committee and formal investigation committee have not received training on related topics.**
4. In view thereof, the participants/personnel are hereby ordered to attend the TRAINING-WORKSHOP FOR FACT-FINDING/PRELIMINARY INVESTIGATORS on **June 27-28, 2019** in a venue to be announce soon.



5. The travel expenses of the participants shall be charged to their respective local funds.
6. For compliance and information of all.