



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



19 January 2020

Regional Memorandum

**CAPACITY-BUILDING FOR CHAIRPERSONS AND MEMBERS
OF THE FORMAL INVESTIGATION COMMITTEE**

To **Schools Division Superintendents**

1. Section 21 of DepEd Order No. 49 s. 2006 provides that the Disciplining Authority shall issue an Order creating the Formal Investigation Committee which shall be composed of (1) the Schools Division Superintendent or his/her duly authorized representative, who must have the rank of at least Division Supervisor; (2) a representative of the local, or in its absence, any existing provincial or national teachers organization; and (3) a Supervisor of the Division.
2. In this regard, this Office through the Legal Unit will be conducting a **VIRTUAL-CAPACITY BUILDING FOR CHAIRPERSONS AND MEMBERS OF THE FORMAL INVESTIGATION COMMITTEE** on **FEBRUARY 10-12, 2021**.
3. Participants of this activity are the selected personnel from the regional office and schools division offices who act as chairpersons or members of the formal investigation committees in their respective offices. Attached "Annex A" is the list of participants for reference.
4. All the participants are enjoined to confirm their attendance on or before January 28, 2021 by accomplishing the online registration which can be access at: <http://bit.ly/CBCFI2021>
5. For queries and other concern, kindly contact **Ms. Clemencia Minimo** via email at legal.calabarzon@deped.gov.ph or thru call at 09178885893.
6. Immediate and wide dissemination of this memorandum is earnestly desired.


WILFREDO E. CABRAL
Regional Director

legal/jlm



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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ANNEX "A"

**CAPACITY BUILDING FOR CHAIRPERSONS AND MEMBERS OF THE FORMAL
INVESTIGATION COMMITTEE
February 10-12, 2021**

LIST OF PARTICIPANTS FROM EACH SCHOOLS DIVISION OFFICE

Division Office	Number of Participants
Assistant Schools Division Superintendent (ASDS)	1
Chiefs of the SGOD and CID	2
Division Supervisors	2
Representative from the Division Principals' Association	1
Representative from the Division Teachers' Association	1
Attorney III from SDO Lucena, SDO Rizal, SDO Antipolo and SDO Quezon	4

LIST OF PARTICIPANTS FROM THE REGIONAL OFFICE

Division Office	Number of Participants
Administrative Division	1
Finance Division	1
Field Technical Assistance Division	1
Quality Assurance Division	1
Human Resource Development Division	1
Legal Unit	2

TRAINING MANAGEMENT

I. PROGRAM TECHNICAL COMMITTEE

Regional Office:

**Jocelyn B. Buclig
Jocelyn L. Martin
Rey Valenzuela
Clemencia Minimo**

Division Office: **RESOURCE SPEAKERS**

**Rhina May S. Ellicano
Anthony A. Wooden, Jr.
Reserved Speaker - 1
Reserved Speaker - 2
Reserved Speaker - 3**

II. FACILITATOR

Ariel Azuelo

III. CLASS MANAGER

Shiela May A. Gubat

IV. PROCESS OBSERVER:

Dr. Luz Osmena

V. QAME TEAM:

Engr. Edenia O. Libranda

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