Regional Memorandum

RESCHEDULING OF THE CAPACITY BUILDING FOR CHAIRPERSONS AND MEMBERS OF THE FORMAL INVESTIGATION COMMITTEE

To Schools Division Superintendents

1. With reference to Regional Memorandum No. 37 s. 2021, re: Capacity Building for Chairpersons and Members of the Formal Investigation Committee, please be informed that the said activity shall be moved to February 9-11, 2021.

2. For queries and other concern, kindly contact Ms. Clemencia Minimo via email at legal.calabarzon@deped.gov.ph or thru call at 09178885893.

3. Immediate and wide dissemination of this memorandum is earnestly desired.

WILFREDO F. CABRAL
Regional Director

legal/jjm
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"

Trunkline: 02-8684-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry: https://r4a-teadoc.com/inquire
Department of Education Region IV-A

Request Form for change in the Calendar of Activities

<table>
<thead>
<tr>
<th>To be filled out by the requester</th>
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<tbody>
<tr>
<td>Functional Division/Section/Unit:</td>
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<tr>
<td>Date of Request:</td>
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<tr>
<td>Type of Request:</td>
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<tr>
<td>Change of date</td>
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<tr>
<td>Major Title Revision</td>
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For Change of Date

<table>
<thead>
<tr>
<th>Title of Activity:</th>
<th>Capacity-Building for Chairpersons and Members to the Formal Investigation Committee</th>
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<tbody>
<tr>
<td>Original Date based on Calendar:</td>
<td>February 10-12, 2021</td>
</tr>
<tr>
<td>New Schedule:</td>
<td>FEBRUARY 9-11, 2021</td>
</tr>
<tr>
<td>Brief explanation why the activity needs to be rescheduled:</td>
<td>February 12, 2021 is a Notional Holiday.</td>
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For Change of Title/ Major Title Revision

<table>
<thead>
<tr>
<th>Original Title of Activity:</th>
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<tbody>
<tr>
<td>New Title of Activity:</td>
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<td>Reason/s:</td>
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Requested by:

JOCELYN D. CLUG
Attorney IV
Jan. 25, 2021

To be filled out by Policy, Planning and Research Division

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<thead>
<tr>
<th>No. of Affected Activity/ies:</th>
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<td>Remarks:</td>
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Reviewed by  
Adrian A. Bullo  
Statistician I  
Policy, Planning and Research Division  
Date

Approved by:  
Viermalyn M. Nama  
Chief Education Supervisor  
Policy, Planning and Research Division  
Date