



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



4 November 2021

**Regional Memorandum**

**CAPACITY BUILDING FOR ASSISTANT DIVISION SUPERINTENDENTS  
AS 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. The Legal Unit, Office of the Regional Director will be conducting a **CAPACITY BUILDING FOR CHAIRPERSONS AND MEMBERS OF THE FORMAL INVESTIGATION COMMITTEE** on **November 24-26, 2021 at the National Educator Academy of the Philippines (NEAP), Region IV-A (Calabarzon), Malvar, Batangas.**
3. Participants of this activity are Assistant Schools Division Superintendent.
4. In view thereof, all participants are enjoined to confirm their attendance on or before November 22, 2021 by accomplishing the online registration which can be accessed at: <https://bit.ly/3D18ePB>.
5. For queries and other concern, kindly contact **Ms. Clemencia Minimo** via email at [legal.calabarzon@deped.gov.ph](mailto:legal.calabarzon@deped.gov.ph). Or thru call at 09178885893.
6. Please be advised to the participants to bring their respective vaccination cards during the date of meeting and please be informed further that this capacity building seminar is subject to the IATF guidelines of Batangas Province.
7. Immediate and wide dissemination of this memorandum is earnestly desire.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

legal/all



"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**

**November 24-26,  
2021**

**LIST OF PARTICIPANTS FROM EACH SCHOOLS DIVISION OFFICE**

<b>Division Office</b>	<b>Number of Participants</b>
<b>Assistant Schools Division Superintendent (ASDS)</b>	<b>2 6</b>

**LIST OF PARTICIPANTS FROM THE REGIONAL OFFICE**

<b>Regional Office</b>	<b>Number of Participants</b>
<b>Legal Unit</b>	<b>7</b>

**TRAINING MANAGEMENT**

**I. PROGRAM TECHNICAL COMMITTEE**

Regional Office:

**Jocelyn B. Buclig  
Jocelyn L. Martin  
Rey Valenzuela  
Clemencia Minimo  
Archival L. Ligos  
Crispin Balag-oy  
Omer Licyayo**

Division Office: **RESOURCE SPEAKERS**

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**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**