



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 23, 2024

REGION MEMORANDUM
ORD-2024-003

**CONDUCT OF ONLINE SURVEY QUESTIONNAIRE FOR THE MEMBERS OF
FORMAL INVESTIGATION COMMITTEES IN THE
SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
Division Legal Officers and Personnel

1. This has reference to the proposed capability building of the ORD-Legal Unit which undertakes to capacitate the members of the Formal Investigation Committees in the SDOs. This is in line with the Legal Unit's purpose of providing prompt and responsive legal services to the stakeholders of the region to ensure integrity and accountability in public service, and the efficient delivery of quality basic education, as stated in Memorandum DM-HROD-2023-0617 dated May 5, 2023.
2. As basis for the crafting of the proposed capability building, the ORD-Legal Unit shall conduct a Learning and Development Needs Assessment survey to determine the level of awareness of the members of the Formal Investigation Committees on the classification of offenses and rules of procedure and process flow in handling administrative complaints filed against teaching and non-teaching personnel as provided in DepEd Order No. 49, s. 2006 titled *Revised Rules of Procedure of the Department of Education in Administrative Cases*, and CSC 2017 Rules on Administrative Complaints in the Civil Service.
3. The survey tool consists of contents and processes relative to the handling of administrative complaints against teaching and non-teaching personnel of the Department of Education. The results of this survey shall be communicated during RMANCOM for validation and shall serve as input to design the capability building program of the members of the Formal Investigation Committees in the SDOs.
4. All personnel who have been previously or are currently designated as members of the Formal Investigation Committees are enjoined to take part in the survey.
5. The survey tool can be accessed through the link: <https://bit.ly/FICCapB> which will run for a span of one week from February 1, 2024 to February 7, 2024 after which the link will be closed.
6. For any queries and clarifications, you may reach Atty. John Rey L. Villalon, Attorney III, through johnrey.villalon@deped.gov.ph or Regine Vingno, Legal Assistant, at ro12.legal@deped.gov.ph.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org



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7. For dissemination, information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: None

Reference: ORD-LU OM

Allotment: None

To be indicated in the Perpetual Index under the following subject:

CONFERENCES MEETING

RLV/ORD-LU/RM/ CONDUCT OF ONLINE SURVEY QUESTIONNAIRE FOR THE MEMBERS OF FORMAL INVESTIGATION COMMITTEES IN THE SCHOOLS DIVISION OFFICES/001/January 23, 2024



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