



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

March 18, 2024

REGION MEMORANDUM
ORD-2024-009

**CAPABILITY BUILDING OF THE MEMBERS OF SCHOOLS DIVISION OFFICE
FORMAL INVESTIGATION COMMITTEES**

To: Regional Legal Unit
Schools Division Superintendents
Division Legal Officers and Personnel

1. In accordance with the Department's mandate to take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment by delivering streamlined and judicious technical assistance, DepEd SOCCSKSARGEN, through the Office of the Regional Director Legal Unit, will conduct a **Capability Building for Members of the Schools Division Office Formal Investigation Committees** on **April 18-19, 2024, in General Santos City**. This activity aims to enhance the efficiency and effectiveness of the members of committees in the handling and resolution of administrative complaints and cases in the Region.
2. The agenda of the Capability Building are as follows:
 - a. Discussion of DepEd Order no. 49, s. 2006 and 2017 RACCS
 - b. Legal Processes and Timelines in the conduct of Formal Investigation
 - c. Flow and Procedure in the Formal Investigation Stage
 - d. Appreciation of Evidence in the Formal Investigation Stage
 - e. Meeting and discussion of other issues and concerns
3. Expected participants are the regional lawyers and personnel, the division lawyers and personnel, members of the schools division office formal investigation committees and technical working group. Enclosed are the list of expected participants and the Indicative Schedule of activities for guidance.
4. Expenses for board and lodging shall be borne from the Regional MOOE Funds while travel and other related expenses of the Division participants shall be borne from their respective local funds, subject to the usual accounting and auditing procedures. First meal to be served is lunch on Day 1 and last meal to be served is morning snacks on Day 2.
5. For the information, guidance and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV



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Enclosures: As stated

Reference: ORD-LU OM

Allotment: None

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

CONFERENCES MEETING

RLV/ORD-LU/RM/ CAPABILITY BUILDING OF THE MEMBERS OF SCHOOLS DIVISION OFFICE FORMAL INVESTIGATION COMMITTEES/002/March 18, 2024



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Enclosure 1 to Region Memorandum ORD-2024-009

Indicative Schedule

Day 1	April 18, 2024
Time	Activity
10:00 AM – 11:30 AM	Topic 1: DISCUSSION OF DEPED ORDER NO. 49, S. 2006 AND 2017 RACCS
11:30 AM – 12:00 PM	OPEN FORUM
1:00 PM – 2:00 PM	Topic 3: FLOW AND PROCEDURE IN THE FORMAL INVESTIGATION STAGE
2:00 PM – 2:05 PM	HEALTHBREAK
2:05 PM – 2:20 PM	OPEN FORUM
2:20 PM – 3:20 PM	Topic 4: APPRECIATION OF EVIDENCE IN THE FORMAL INVESTIGATION STAGE
3:20 PM – 4:40 PM	Part 1: MOCK TRIAL
4:40 PM – 5:00 PM	Part 2: Feedbacking
Day 2	April 19, 2024
8:00 AM – 10:30 AM	Other Issues and Concerns



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Enclosure 2 to Region Memorandum ORD-2024-009

List of Participants

Regional Office	9
Office of the Regional Director	6
Technical Working Group	2
• ICT	
• Kenny Marie N. Recona	
QATAME	1

Division Legal Officers and Personnel	16
SDO General Santos City	2
SDO Kidapawan	1
SDO Tacurong City	1
SDO Koronadal City	1
SDO Sarangani Province	3
SDO Cotabato Province	3
SDO Sultan Kudarat	3
SDO South Cotabato	2

SDO Formal Investigation Committees	40
SDO General Santos City	5
SDO Kidapawan	5
SDO Tacurong City	5
SDO Koronadal City	5
SDO Sarangani Province	5
SDO Cotabato Province	5
SDO Sultan Kudarat	5
SDO South Cotabato	5