



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 13 2023

MEMORANDUM

**"TRAINING-WORKSHOP ON THE RULES OF PROCEDURE IN HANDLING
ADMINISTRATIVE CASES IN THE DEPARTMENT OF EDUCATION"**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In line with the mandate of the Magna Carta for Public School Teachers and DepEd Order No. 49, s. 2006 requiring expeditious resolution of complaints/case in accordance with the rule, this Office, through the Legal Unit, will be conducting a training for Formal Investigators entitled **"Training-Workshop on the Rules of Procedure in Handling Administrative Cases in the Department of Education"** on June 14-16, 2023 at Hertz Hotel and Resorts, Tagaytay, to be attended by selected Division Officials, Public School District Supervisors, Education Program Supervisors and teacher-leaders.
2. Training cost for Division participants shall be charged from the MOOE of the Division Office while training cost for teacher-participants shall be charged from their respective schools' MOOE.
3. A registration fee of Five Thousand Four Hundred (P5, 400.00) shall be paid on or before June 13, 2023 at the Division Legal Unit through Ms. Zara Boral-Gaba.
4. For further details of this activity, please refer to the enclosed list of participants and training matrix.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.


EVANGELINE R. LADINES CESOSA
Schools Division Superintendent

Enclosure: As stated

References: None

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

TRAINING

EFJR / **"TRAINING-WORKSHOP ON THE RULES OF PROCEDURE IN HANDLING ADMINISTRATIVE CASES IN
THE DEPARTMENT OF EDUCATION"**

191 June 9, 2023

UN-2023-191



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 8805 - 9935, (02) 8805 - 9940

sdo.muntinlupa@gmail.com



List of Participants			
	Name	Designation	Office
1	Evangeline P. Ladines, CESO V	Schools Division Superintendent	SDO
2	Dr. Nerisse R. Lomeda	Assistant Schools Division Superintendent	SDO
3	Mrs. Madeline Ann L. Diaz	Chief - Curriculum Implementation Division	
4	Atty. Erness Faith J. Regacho	Attorney III/ Support Group	SDO
5	Zarah Jane B. Gaba	ADAS II/ Support Group	SDO
6	Maria Roma Pagador	ADAS II/ Support Group	SDO
7	Eduardo L. Kondo	PDO II/Support Group	SDO
8	Warren Abadiano	Support Group	SDO
9	Mariel Eugene L. Luna	Education Program Supervisor	SDO
10	Dr. Armida Oblinada	Education Program Supervisor	SDO
11	Dr. Liliosa Palce	Education Program Supervisor	SDO
12	Marissa M. Andanza	Education Program Supervisor	SDO
13	Albert John Colle	Education Program Supervisor	SDO
14	Dr. Ma. Carmen D. Solayao	Education Program Supervisor	SDO
15	Edison Enerlas	Education Program Supervisor	SDO
16	Dr. Gina U. Urquia	Education Program Supervisor	SDO
17	Regaele Olarte	Education Program Supervisor	SDO
18	Dr. Ma. Theresa Dela Rosa	Public Schools District Supervisor	SDO
19	Dr. Yaledegler C. Maligaya	Public Schools District Supervisor	SDO
20	Dr. Mark Joseph Fernandez	Public Schools District Supervisor	SDO
21	Jay Boy E. Evano	Public Schools District Supervisor	SDO
22	Alyssa Aventurado	Public Schools District Supervisor	SDO
23	Clarisa Avila	Public Schools District Supervisor	SDO
24	Evangeline M. Aman	Public Schools District Supervisor	SDO
25	Myra E. Namit	Public Schools District Supervisor	SDO
26	Ada Trinidad Tagle	Public Schools District Supervisor	SDO
27	Owen Earl Bautista	Teacher	SHES
28	Cesar Gratil	Teacher	MES
29	John Eric Musni	Teacher	MES
30	Jessie Arroyo	Teacher	MES
31	Arsenio S. Medenilla	Teacher	BESM
32	Elmier Santuyo	Teacher	BESM
33	Edsel B. Basilla	Teacher	BESM
34	Elizabeth G. Anaya	Teacher	TNHS
35	Jonathan Dela Cruz	Teacher	POBES
36	Ellaine Balberona	Teacher	POBES
37	Rowena Fombuena	Teacher	AES
38	Ryan Vibar	Teacher	POBNHS
39	Benjamin Ladrera	Teacher	SESM
40	Lowelli Concepcion	Teacher	LIS
41	Edna T. Coloma	Teacher	LIS
42	Atty. Annaliza Esperanza	Attorney IV/ Guest Speaker	Regional Office
43	Atty. Ruhjen Osmeña	Attorney III/ Guest Speaker	SDO Las Piñas
44	Atty. Hiede S. Manginga	Attorney III/ Guest Speaker	SDO Makati
45	Atty. Jean Litusquen	Attorney III/ Guest Speaker	SDO Pasay

- Training Matrix

Time	Day 1	Day 2	Day 3
7:00-8:00 AM	Breakfast & Hotel Registration	Breakfast & Hotel Registration	Breakfast
8:01-8:30 AM	Opening Program	Energizer	Energizer
8:31-9:30 AM	Rationale Pre-test	Recap	Recap
9:31-10:30 AM	Topic 1: GRIEVANCE MACHINERY and MEDIATION Atty. Ruhjen Osmeña	Topic 3: THE FORMAL INVESTIGATION PROCESS IN THE DEPARTMENT OF EDUCATION Atty. Hiede S. Manginga	Presentation of Output
10:31-10:45 AM	AM Snack	AM Snack	AM Snack
10:46-11:30 AM	Continuation of Topic 1: GRIEVANCE MACHINERY and MEDIATION Atty. Ruhjen Osmeña	Topic 4: RULES ON EVIDENCE Atty. Jean Litusquen	Presentation of Output
11:31 AM-12:00 NN	Question and Answer	Question and Answer	
12:01-1:00 PM	Lunch	Lunch	Lunch
1:01-2:30 PM	Topic 2: INTRODUCTION TO ADMINISTRATIVE PROCEDURE Atty. Annaliza G. Esperanza	Continuation of Topic 4	Simulation of Formal Investigation
2:31-2:45 PM	PM Snacks	PM Snacks	PM Snacks
2:46-3:45	Continuation of Topic 2 (PRE-HEARING) Atty. Annaliza G. Esperanza	Topic 5: LEGAL WRITING Atty. Erness Faith J. Regacho	Closing Program Commitment Challenge
3:46-4:30 PM	Question and Answer	Question and Answer	Home Bound
4:31-5:00 PM	Management of Learning	Workshop: Simulation of FIC	