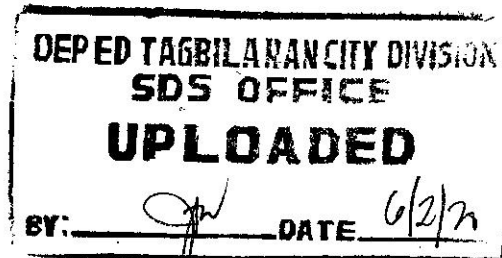




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY



Office of the Schools Division
Superintendent

May 23, 2020

DIVISION MEMORANDUM

No. 137, s. 2020

ONLINE SUBMISSION OF COMPLAINTS, COMMUNICATIONS AND OTHER LEGAL DOCUMENTS TO DEPED RO-7 LEGAL AFFAIRS UNIT

To: CID and SGOD Chiefs, Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the Regional Memorandum No. 0255, s. 2020, stating that the Office of the Department of Education (DepEd) Region VII has explored ways and means to continue to deliver services to the public while observing social distancing and to discourage physical office visits.
2. In consonance with the foregoing and in compliance with DepEd Memorandum No. 43, s. 2020, you are hereby encouraged to send scanned copies of documents, communications/indorsements and other legal documents to the Legal Affairs Unit of this Office through the email address ro7.legalresearch@deped.gov.ph.
3. For complaints, it is hereby reiterated that **Section 5. Content of Complaint, DepEd Order No. 49, s. 2006** as quoted below shall be followed:

Section 5. Content of Complaint- *A complaint shall contain the following:*

- a. Full name and address of the complainant
 - b. Full name and address of the person complained as well as his position and office in the Department of Education
 - c. A narration of the relevant and material facts which should show the acts or omissions as allegedly committed by the person
 - d. Certified true copies of documentary evidence and affidavits of his witnesses if any; and
 - e. Certification or statement on non-forum shopping”
4. All physical copies of the documents should still be sent as soon as circumstances warrant, taking into consideration health and safety precautions.
 5. Immediate dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/MKP/ADMIN/atm



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