



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

**Office of the Schools Division
Superintendent**


September 26, 2024

DIVISION MEMORANDUM
OSDS-2024- 155

To: Atty. Tammy I. Relampagos
Aquilino T. Milar Jr. PhD

**ATTENDANCE TO THE NATIONAL TRAINING ON THE CONDUCT OF FORMAL
INVESTIGATION AND DISPOSITION OF ADMINISTRATIVE CASES**

1. You are hereby directed to attend the National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases on September 30, 2024 to October 4, 2024 at DepEd Ecotech Center, Lahug, Cebu City.
2. This training aims to provide guidance to the FIC on the necessary processes and procedures relative to the conduct of hearings, appreciation of evidence, and drafting of the Formal Investigation Reports, among others, within the context of formal investigation.
3. Attendance to this activity shall be on **Official Business**. Expenses relative to the said activity shall be charged to Division MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
4. For more information, please see attached Memorandum from the Office of the Undersecretary for Legal and Legislative Affairs.
5. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph