



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet




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REGIONAL MEMORANDUM

No. 181.2015

DATE : **October 6, 2015**

TO : **Schools Division Superintendents
Divisions' Legal Officers / Administrative Officers
Divisions' IT Officers
Divisions' Formal Investigation Committee**

From : 
Ellen B. Donato, Ed.D., CESO III
Director IV

RELEASED
OCT 06 2015
DEPED-CAR Time: _____

SUBJECT : **ORIENTATION - WORKSHOP ON ADMINISTRATIVE CASE
DATABASE SYSTEM, FACT-FINDING AND FORMAL
INVESTIGATION**

1. The Legal Unit under the Office of the Regional Director will conduct a three-day Orientation Workshop on Administrative Case Database System, Fact-Finding and Formal Investigation on October 26-28, 2015 at the SNC Hall, DepEd-CAR, Wangal, La Trinidad, Benguet.
2. The objectives of the activity are as follows:
 - a. Introduce the legal database system to the division offices' concerned personnel and to ask inputs from the field.
 - b. Draft guidelines or policies for the adoption and use of an ICT to enhance, facilitate, and improve the legal services.
 - c. To provide a forum for the Formal Investigation Committee members and other concerned personnel to craft an internal guidelines/ policies in the conduct of the Fact-finding and Formal Investigation in Administrative Cases.
3. Schedule of the concerned participants is as follows:

Day	Office/Section/Unit	No. of Participants
Day 1	Regional Office Personnel	14
	SDO's IT Officers	8
	SDO's Legal Officers / Administrative Officer	8
	Total	30
Day 2 to Day 3	Regional Office Personnel	6
	SDO's Legal Officers / Administrative Officer	8
	SDO's Formal Investigation Committee Representative	16 (2 per Division)
	Total	30