



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

November 09, 2020

DIVISION MEMORANDUM

No. 224 s. 2020

CONDUCT OF THE CAPACITY BUILDING FOR FORMAL INVESTIGATION COMMITTEES (FIC) ON ADMINISTRATIVE INVESTIGATION

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Education Program Supervisors/Designates
Administrative Officer V
Legal Officer
President of the Teacher's Association
President Non-Teaching Employee Association
All Others Concerned

1. The Office of the Regional Director-Legal Unit shall conduct a Capacity Building for Formal Investigation Committees on November 19-20, 2020 at DepEd Northern Samar, Bulwagan ng mga Guro, Catarman, Northern Samar;
2. The activity is designed to enhance the basic knowledge and skills of the members of the committees in handling administrative cases and expedite the conduct of proceedings and resolution of cases;
3. Participants to this activity are the following:

a. ASDS	-	1
b. Chiefs	-	2
c. Education Program Supervisors/Designates	-	11
d. Administrative Officer V	-	1
e. Teachers Association Representative	-	2
f. Non-teaching Employees Representative	-	1
g. Resource Speakers/Facilitators	-	6
TOTAL	-	25





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PRELIMINARIES

8:00-8:15

Registration

OPENING PROGRAM

National Anthem

Prayer

DR. JULITO E. LAGRIMAS
Educ. Prog. Supervisor

Division Hymn

Welcome Remarks

ATTY. ELEANOR D. CALUMPIANO
Atty. IV/ Regional Legal Officer

Message

DR. GORGONIO G. DIAZ, JR. CESO V
Schools Div. Superintendent

RATIONALE

ATTY. RISTY T. ADARAYAN
Atty. III/ Division Legal Officer

SEMINAR PROPER

