



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2023- 306

TO : Schools Division Superintendents
Division Attorneys
All other concerned personnel

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : REFRESHER COURSE FOR INVESTIGATORS

DATE : April 24, 2023

1. In line with the *Efficient, Equitable and Expeditious Resolution of Administrative Cases and Complaints Program (3Es Program)* of this Office, a **REFRESHER COURSE FOR INVESTIGATORS** shall be conducted on **May 29-31, 2023**, to capacitate Regional and Division officials and personnel who are designated to handle and conduct investigation of administrative cases pursuant to the Magna Carta for Public School Teachers and DepEd Order No. 49, s. 2006.
2. In this regard, participants from the sixteen (16) Division Offices consisting of **4 participants per Division**, composed of Attorney/Legal Coordinator and Formal Investigation Committee chairman and members who are not included in last year's FIC training conducted by this Office are directed to pre-register *via* this link: <https://bit.ly/RCFI2023> on or before May 5, 2023. The final list of participants, venue and other instructions shall be issued through an advisory.
3. Training cost shall be charged from the MOOE of the Regional Office while transportation, travel and other expenses of participants shall be charged from the MOOE of the concerned offices subject to usual accounting and auditing rules and regulations.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1

