



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
 ORD-2023- 834

TO : REGIONAL OFFICE PERSONNEL CONCERNED
 SCHOOLS DIVISION SUPERINTENDENTS
 SDO Las Piñas City
 SDO Makati City
 SDO Taguig City and Pateros
 SDO Parañaque City

FROM : 
WILFREDO E. CABRAL, CESO III
 Regional Director

SUBJECT : TRAINING WORKSHOP ON INVESTIGATION AND PROSECUTORIAL TECHNIQUES

DATE : August 29, 2023

- Attached is the Memorandum issued by Atty. Omar V. Romero, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Legal and Legislative Affairs, containing the identified participants of the **Training Workshop on Investigation and Prosecutorial Techniques** to be conducted on **September 25-29, 2023**, at the Villa Excellence Beach and Wave Pool Resort, Sahud-Ulan, Tanza, Cavite.
- For this Region, the following are the identified participants:

Atty. Annaliza G. Esperanza	Attorney IV, Regional Office
Atty. Maria Hannah D. Perez	Attorney III, Regional Office
Atty. Ruhjen S. Osmeña	Attorney III, SDO Las Piñas City
Atty. Hiede S. Manginga	Attorney III, SDO Makati City
Atty. Brent B. Buliyat	Attorney III, SDO Taguig City and Pateros
Atty. Mark Francis O. Na-oy	Attorney III, SDO Parañaque City

- All the other details pertaining to the said activity are contained in the attached Memorandum.
- Immediate dissemination and compliance with this Memorandum are desired.

ENCLOSURE: Memorandum dated August 14, 2023, and its attachments





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023-334

TO : REGIONAL OFFICE PERSONNEL CONCERNED
 SCHOOLS DIVISION SUPERINTENDENTS
 SDO Las Piñas City
 SDO Makati City
 SDO Taguig City and Pateros
 SDO Parañaque City

FROM : 
WILFREDO E. CABRAL, CESO III
 Regional Director

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ENCLOSURE: Memorandum dated August 14, 2023, and its attachments





Republic of the Philippines



Department of Education

7253

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

TO : Bureau and Service Directors
The Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : 
ATTY. OMAR V. ROMERO
Assistant Secretary 
Officer-in-Charge
Office of the Undersecretary for Legal and Legislative Affairs

SUBJECT : Training Workshop on Investigation and Prosecutorial Techniques

DATE : 14 AUG 2023

The Legal Service - Investigation Division of the Department of Education (DepEd) will conduct the **Training-Workshop on Investigation and Prosecution Techniques** on **September 25-29, 2023** at Villa Excellance Beach & Wave Pool Resort, Sahud-Ulan, Tanza, Cavite Province.

The training-workshop aims to equip the Legal Officers with the skills and techniques on investigation and prosecution of cases. Topics under DepEd Order No. 49, s. 2006, otherwise known as the "Revised Rules of Procedure of the Department of Education in Administrative Cases" and the 2017 Revised Rules on Administrative Cases in the Civil Service will be discussed; Trial Skills of an Effective Prosecutor will also be tackled specifically on Case Preparation, Identification and Examination of Witnesses, Identification and Admission of Documentary and Object Evidence, Proper Use of Objections and Rebuttal Evidence and Drafting of Joint-Affidavit and Position Paper. Also, in line with the MATATAG Agenda on taking good care of learners, there will be a lecture on Child Protection in relation to presenting and interacting with child witnesses before and during trial. Further, to engage the participants, open forums and simulation exercises will be conducted.

The participants are identified Legal Officers from the Central, Regional and Division Offices. The list of which is attached as Enclosure 1.

Expenses for food and accommodation of all participants as well as the travel of those from the DepEd Central Office shall be charged to Legal Service and Development of Education-Related Laws Funds, while travel expenses of the Regional and Schools Division Office Participants, to Local Funds.

Address: 2nd Floor, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City, 1600

Telephone Nos.: (02) 8633-8925/ (02) 8637-4611

Email Address: oula@deped.gov.ph

Website: www.deped.gov.ph

Doc. Ref. Code	CO-LS-ID-F20	Rev	00
Effectivity	09.20.21	Page	1 of 2



Certificate No. PHP QMS
22 93 0085

All participants are expected to be at the venue on September 25, 2023 and registration starts at 3:00 P.M. The first meal to be served will be the afternoon snack of the same day. Everyone is also encouraged to bring one (1) laptop and one (1) flash drive. Program is attached as Enclosure 2.

Confirmation of attendance by Region shall be made not later than September 8, 2023 through email at marianne.cruzin@deped.gov.ph. Confirmation Form is attached as Enclosure 3.

For clarifications, Ms. Marianne O. Cruzin may be reached through telephone no. (02) 631-5773.

For immediate dissemination and compliance of this Memorandum.

Address: 2nd Floor, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City, 1600

Telephone Nos.: (02) 8633-8925/ (02) 8637-4611

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Certificate No. PHP QMS
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Training-Workshop on Investigation and Prosecutorial Techniques
September 25-29, 2023
Villa Excellence Beach & Wave Pool Resort
Sahud-Ulan, Tanza, 4108 Cavite

LIST OF PARTICIPANTS

I. Head of Office and Speakers

1. **Atty. Omar V. Romero** Assistant Secretary, Officer-in-Charge, Undersecretary- Legal Affairs
2. **Atty. Lou Zenith De Jesus Europa**, Executive Assistant IV, OULLA
3. **Atty. Alberto T. Escobarte, CESO II**, Regional Director, DepEd-CALABARZON
4. **Atty. Suzette T. Gannaban-Medina**, Officer-in-Charge Director III, Head of the Child Protection Unit
3. **Atty. Cornelio A. Pacala**, Chief, Legal Service-Investigation Division Officer-in-Charge, Legal Service-Office of the Director
4. **Atty. Rodel James R. Pulma**, Chief-Legal Division
5. **Atty. Clifford C. Chan**-Attorney V, Civil Service Commission
6. **Atty. James Lee Cundangan**-Asst. Solicitor General, Office of the Solicitor General

II. Central Office Lawyers

1. **Atty. Leomar D. Ladonga**, Attorney IV, Investigation Division
2. **Atty. Catherine Grace L. Adrales**, Attorney III, Investigation Division
3. **Atty. Ma. Bernadette T. Inciso**, Attorney III, Investigation Division
4. **Atty. Tristan Joseph O. Rondolo**, Attorney III, Legal Division
5. **Atty. Philemon Romualdo III Suyosa**, Attorney III, Legal Division
6. **Atty. Nikki M. Salopaso**, Attorney III, Investigation Division
7. **Atty. Geraline Mae Z. Ramones**, Attorney III, Legal Division
8. **Atty. Fernando E. Angeles III**, Attorney III, Legal Division
9. **Atty. Nathalie Hiroko T. Antonio**, Attorney III, Legal Division
10. **Atty. Zesyl Avigail P. Francisco**, Attorney III, Investigation Division

III. Regional and Division Lawyers

Region I

1. **Atty. Rosemarie M. Wailan**, Attorney IV-Regional Office
2. **Atty. Kaye Martinez-Carame**, Attorney III-Region I
3. **Atty. Pamela Jane P. De Guzman**, Attorney III- SDO La Union
4. **Atty. Marshall Ellis M. Diego**, Attorney III-SDO Ilocos Norte
5. **Atty. Paul Allan P. Calachan**, Attorney III-SDO Urdaneta City

Region II

6. **Atty. Ronadette B. Quintos**, Attorney IV-Regional Office
7. **Atty. Abigail D. Jacob**, Attorney III-Regional Office
8. **Atty. Redentor M. Agustin**, Attorney III-SDO Cagayan
9. **Atty. Henedino Joseph P. Eduarte, Jr.**, Attorney III, SDO Isabela
10. **Atty. Ronalyn L. Barawid**, Attorney III, SDO Quirino

Region III

11. **Atty. Angeline P. Rogel**, Attorney IV-Regional Office
12. Attorney III-Region III
13. Attorney III, SDO-Bulacan
14. Attorney III, SDO- Tarlac
15. Attorney III, SDO-Zambales

Region IV-A

16. **Atty. Marianne Dilag**, Attorney III-Regional Office
17. **Atty. Alexis Victor G. Balicas, Attorney III**-SDO Dasmariñas
18. **Atty. Aaron Anthony S. Labordo**- Attorney III-SDO General Trias
19. **Atty. Mary Grace C. Hinojosa**, Attorney III-SDO Laguna
20. **Atty. Daniel V. Carpina**, Attorney III-SDO Cavite Province
21. **Atty. Ronalyn A. Erbon**, Attorney III-SDO Rizal

Region IV-B

22. **Atty. Jeaneth B. Bango**, Attorney III-Regional Office
23. **Atty. Joshua L. Abrina**, Attorney III-SDO Palawan
24. **Atty. Ulysses G. Bambo**, Attorney III-SDO Occidental Mindoro
25. **Atty. Ayzel Lea R. Almero**, Attorney III-SDO Marinduque
26. **Atty. Maria Ginalyn C. Calderon**, Attorney III-SDO Calapan City

Region V

27. **Atty. Domilyn G. Silerio**, Attorney IV-Regional Office
28. **Atty. Arnie A. Magdaong**, Attorney III-SDO Albay
29. **Atty. Jinky Batalla-Nocos**, Attorney III-SDO Camarines Sur
30. **Atty. Ma. Frosta M. Deuda**, Attorney III-SDO Masbate City
31. **Atty. Ryan Paul N. Ofindo**, Attorney III-SDO Legazpi City

Region VI

32. **Atty. Melchor C. Villalobos**, Attorney III-Regional Office
33. **Atty. Jubert P. Katalbas**, Attorney III-SDO Bacolod
34. **Atty. Russell Medhurst O. Tabang**, Attorney III-SDO Iloilo City
35. **Gelex M. Jacomilla**, Head Teacher III/Designated Officer, SDO Victorias City
36. **Atty. Edron T. Bullo, Jr.**, Attorney III-SDO Aklan

Region VII

- 37. **Atty. Leslie Joie E. Babatuan**, Attorney IV-Region VII
- 38. **Atty. Eduardo T. Sedillo**, Attorney III-SDO Negros Oriental
- 39. **Atty. Vilpa Villabas**, Attorney III-SDO Cebu City
- 40. **Atty. Rez S. Jimenez**, Attorney III-SDO Siquijor
- 41. **Atty. Marricar Endico-Ruñez**, Attorney III-SDO Lapu-Lapu City

Region VIII

- 42. **Atty. Dulce C. Catubao**, Attorney III-Regional Office
- 43. **Atty. Veronica Valuis**, Attorney III-SDO Leyte
- 44. **Atty. Maria Catherine Salurio-Barandino**, Attorney III-SDO Calbayog
- 45. **Atty. Maria Flora Achay**, Attorney III- SDO Eastern Samar
- 46. **Atty. Gerome Cristian Lim**, Attorney III-SDO Biliran

Region IX

- 47. **Atty. Cliff-Cyril A. Magallanes**, Attorney IV-Regional Office
- 48. **Atty. Trixie Marcel H. Penales**, Attorney III- Regional Office
- 49. **Atty. Jill C. Alpeche**, Attorney III, SDO-Zamboanga del Sur
- 50. **Atty. Henry S. Cariño II**, Attorney III-SDO Pagadian City
- 51. **Atty. Maria Cecille Bastasa-Tanaga**, Attorney III-SDO Dipolog City

Region X

- 52. **Atty. Rome Vonhart S. Valdez**, Attorney III-Regional Office
- 53. **Atty. Riz Pozon-Gamil**, Attorney III, SDO Gingoog
- 54. **Atty. Myraflor Opay-Armas**, Attorney III, SDO Lanao del Norte
- 55. **Atty. Rey B. Romerosa**, Attorney III, SDO Iligan City
- 56. **Atty. Deeby Portacion**, Attorney III-SDO Misamis Occidental

Region XI

- 57. **Atty. Lorenza C. Pitulan**, Attorney IV-Regional Office
- 58. Attorney III-Region XI
- 59. Attorney III-SDO Davao City
- 60. Attorney III-SDO Tagum City
- 61. Attorney III-SDO Samal City

Region XII

62. **Atty. Rodel S. Salvador**, Attorney IV-Regional Office
63. **Atty. John Rey L. Villalon**, Attorney III- SDO Tacurong
64. **Atty. Princess Rosshien L. Hortal**, Attorney III- SDO GenSan
65. **Atty. Johayveer S. Guindo**, Attorney III-SDO Sultan Kudarat
66. **Atty. Glemarie S. Damalerio**, Attorney III-SDO Koronadal

Region XIII

67. **Atty. Jessa D. Mangadlao Miolata**, Attorney III-Regional Office
68. **Atty. Carlito B. Ranoco**, Attorney III-SDO Agusan del Sur
69. **Atty. Joseph Eric O. Lumactod**, Attorney III-SDO Surigao del Sur
70. **Atty. Klaire Ciarra G. Sangco-Galavia**, Attorney III-SDO Dinagat Islands

National Capital Region

71. **Atty. Annaliza G. Esperanza**, Attorney IV-Regional Office
72. **Atty. Maria Hannah D. Perez**, Attorney III-Regional Office
73. **Atty. Ruhjen Santos Osmeña**, Attorney III-SDO Las Piñas
74. **Atty. Hiede S. Manginga**, Attorney III-SDO Makati City
75. **Atty. Brent B. Buliyat**, Attorney III-SDO Taguig-Pateros
76. **Atty. Mark Francis O. Na-oy**, Attorney III-SDO Parañaque

Cordillera Administrative Region

77. **Atty. Edward Magalalit Jr.**, Attorney III Regional Office
78. **Atty. Dawn Novera Ancheta**, Attorney III, SDO-Mt. Province
79. **Atty. Ringgo Sumedca**, Attorney III, SDO-Tabuk City
80. **Atty. Aileen Joy Fuentes**, Attorney III, SDO-Abra

IV. Secretariat

1. Jonnalyn K. Ngadao
2. Marianne O. Cruzin
3. Sonny S. Lukban
4. Jennefer Q. Jalova
5. Driver, General Services Divisio

Noted by:


ATTY. CORNELIO A. PACALA

Chief, Legal Service-Investigation Division
Officer-in-Charge, Legal Service-Office of the Director

Training-Workshop on Investigation and Prosecution Techniques



September 25-29, 2023



Villa Excellance Beach and Wavepool
Resort, Sitio Postema, Brgy. Sahud-Ulan,
Tanza, Cavite City

KEY CONTENT/TOPICS



1. 2017 Revised Rules on Administrative Cases in the Civil Service
2. Fact-Finding or Preliminary Investigation and Formal Investigation Procedures under DepEd Order No. 49, s. 2006



3. Basic Trial Skills and Techniques
 - Case Preparation both in Pre-Trial and during Trial
 - Identification & Examination of Witnesses (Direct, Cross: Impeach)
 - Identification and Admission of Documentary and Object Evidence
 - Proper Use of Objections and Rebuttal Evidence
 - Drafting of legal documents such as Joint-Affidavit, Pre-Trial Brief, Position Paper, Formal Offer of Evidence, Resolution, Decision and Memorandum



1. Child Protection Policy in relation to the examination of Child Witness before and during Trial

RATIONALE

For the continuous delivery and improvement of legal service, the Investigation Division, Legal Service, this Department, shall be conducting a Training-Workshop on Prosecution and Investigation Skills

TOPICS ARE IN LINE WITH THE MATATAG AGENDA

1. Take steps to accelerate delivery of basic education facilities and services;
2. Take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment; and
3. Give support to teachers to teach better.

GOALS AND OBJECTIVES

The training-workshop is designed to equip Lawyers and Legal Officers with enhanced knowledge and skills in handling and facilitating Fact-Finding or Preliminary Investigation and Formal Investigation – Prosecution. It endeavors that through the training-workshop the resolution and disposition of complaints and cases within the Department will be more efficient and the backlog of the same be addressed without compromising the proper procedures and due process.

CONTACT US



Is.invesdiv@deped.gov.ph



8-6315-773

Training-Workshop on Investigation and Prosecution Techniques

SEPTEMBER 26-28, 2023

Training Activities

SEPT 26, 2023

DAY I

06.00 - 08.00 a.m	ACTIVITY SECRETARIAT Breakfast REGISTRATION OF PARTICIPANTS AND DISTRIBUTION OF MATERIALS	10.00 - 12.00 a.m	ACTIVITY Atty. Clifford C. Chan Attorney U, Civil Service Commission 2017 REVISED RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (WITH WORKING BREAK)
08.00 - 8.20 a.m	SECRETARIAT OPENING CEREMONY (NATIONAL ANTHEM, PRAYER AND ENERGIZER) Atty. Leomar D. Ladonga and Atty. Ma. Bernadette Tan Inciso PRESENTATION OF THE PARTICIPANTS	12.00 - 1.00 p.m	Lunch Break
		1.00 - 2.00 p.m	Atty. Clifford C. Chan Attorney U, Civil Service Commission 2017 REVISED RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (CONTINUATION)
8.20 - 9.30 a.m	Atty. Omar U. Romero Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Legal and Legislative Affairs OPENING REMARKS AND USEC'S HOUR	2.00 - 2.30 a.m	OPEN FORUM
9.30 - 9.45 a.m	Atty. Alberto T. Escobarte, CESO II Regional Director DepEd CALABARZON WELCOMING REMARKS	2.30p.m - 4.30 p.m	Atty. Alberto T. Escobarte, CESO II Regional Director DepEd CALABARZON FFI/PI AND FORMAL INVESTIGATION PROCEDURES (DEPED ORDER NO. 49, S. 2006) (WITH WORKING BREAK)
9.45 - 10.00 a.m.	Atty. Leomar D. Ladonga and Atty. Ma. Bernadette Tan Inciso QUICK PHOTO OP HOUSE RULES AND PROGRAM RUNDOWN	4.30 - 5.00 p.m	OPEN FORUM
		5.00 - 6.00 p.m	PREPARATION FOR THE MOCK TRIAL (FOR DAY 2)
		6.00 p.m	Dinner

Villa Excellance Beach and Wavepool Resort, Sitio Postema,
Brgy. Sahud-Ulan, Tanza, Cavite City

Training-Workshop on Investigation and Prosecution Techniques

SEPTEMBER 26-28, 2023

Training Activities

SEPT 27, 2023

DAY 2

07.00 - 08.00 a.m	ACTIVITY	12.00nn - 1.00 p.m	LUNCH
SECRETARIAT	Breakfast	Atty. James Lee Cundangan Assistant Solicitor General Office of the Solicitor General	TRIAL SKILLS CONTINUATION
	Registration of Participants and Distribution of Materials		
08.00 - 8.10 a.m	RECAP	2.00 - 2.30 p.m	OPEN FORUM (with workig break)
SECRETARIAT	REGIONAL LAWYER PARTICIPANT	2.30 - 3.00 p.m	Preparation for Mock Trials
8.10 - 8.30 a.m			
Atty. Leomar D. Ladonga and Atty. Ma. Bernadette Tan Inciso	PROGRAM RUNDOWN	3.00 - 4.00 p.m	MOCK TRIAL I- GROUP I
8.30 - 12.00 a.m	Trial Skills of an Effective Prosecutor: the purpose of this discussion is to impart the skills needed by a prosecutor before, during, and after the trial/hearing, such as but not limited to:	4.00p.m - 5.00 p.m	MOCK TRIAL 2- GROUP 2
Atty. James Lee Cundangan Assistant Solicitor General Office of the Solicitor General	<ul style="list-style-type: none"> • Case Preparation both in Pre-Trial and during Trial • Identification & Examination of Witnesses (Direct, Cross: Impeach) • Identification and Admission of Documentary and Object Evidence • Proper Use of Objections and Rebuttal Evidence • Drafting of Judicial Affidavit, Pre-Trial Brief, Position Paper, Formal Offer of Evidence, Resolution, Decision, and Memorandum • • (with working break) 	5.00 - 6.00 p.m	COMMENTS/CRITIQUES
		6.00 p.m	Dinner

Villa Excellance Beach and Wavepool Resort, Sitio Postema,
Brgy. Sahud-Ulan, Tanza, Cavite City

Training-Workshop on Investigation and Prosecution Techniques

SEPTEMBER 26-28, 2023

Training Activities

SEPT 28, 2023

DAY 3

07.00 - 09.00 a.m	ACTIVITY	12.00nn - 1.00 p.m	LUNCH
SECRETARIAT	Breakfast Registration of Participants and Distribution of Materials		
09.00 - 9.10 a.m	RECAP	1.00p.m - 2.00 p.m	CHILD PROTECTION POLICY IN RELATION TO THE EXAMINATION OF CHILD WITNESS (CONTINUATION)
SECRETARIAT	REGIONAL LAWYER PARTICIPANT	Atty. Suzette T. Gannaban-Medina Officer-in-Charge Director III Head of the Child Protection Unit	
9.10 - 9.15 a.m		2.00 - 2.30 p.m	OPEN FORUM
Atty. Leomar D. Ladonga and Atty. Ma. Bernadette Tan Inciso	PROGRAM RUNDOWN		
9.15 - 12.00 a.m	CHILD PROTECTION POLICY IN RELATION TO THE EXAMINATION OF CHILD WITNESS (WITH WORKING BREAK)	2.30p.m - 4.00 p.m	PREPARATION OF FFIR AND FC'S, RESOLUTION DISMISSING COMPLAINT AND UPDATES ON THE REVISED DO 49 AND WAYS FORWARD (WITH WORKING BREAK)
Atty. Suzette T. Gannaban-Medina Officer-in-Charge Director III Head of the Child Protection Unit		Atty. Cornelio A. Pacala Chief, Legal Service- Investigation Division Officer-in-Charge, Legal Service-Office of the Director	
		4.00 - 4.45 p.m	EVALUATION OF SPEAKERS AND TRAINING-WORKSHOP
		4.45 p.m- 5.00 p.m	PHOTO OPS CLOSING REMARKS
		Rosemarie D. Torres Schools Division Superintendent, DepEd-Division of Cavite Province	
		5.00 p.m	Dinner

Training-Workshop on Investigation and Prosecutorial Techniques
September 25-29, 2023
Villa Excellence Beach & Wave Pool Resort
Sahud-Ulan, Tanza, 4108 Cavite

ENCLOSURE 3

CONFIRMATION SLIP

REGION: _____

REGIONAL LAWYERS

Full Name	Designation	Contact Details	Email

DIVISION LAWYERS

Full Name	Designation/Office	Contact Details	Email

It will be greatly appreciated if you can return this slip not later than **08 September 2023** at tel. fax no. (02) 86315-773 or email to marianne.cruzin@deped.gov.ph.

For queries, please contact the Secretariat at (02) 86315-773.