



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

FEB 26 2025

**DIVISION MEMORANDUM**

No. 096, s. 2025

**CAPACITY BUILDING FOR FORMAL INVESTIGATION COMMITTEE MEMBERS**

To: Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
All Others Concerned

1. This Office will be conducting a capacity-building workshop for formal investigation committee members entitled "CAPACITY BUILDING WITH WORKSHOP FOR FORMAL INVESTIGATION COMMITTEE MEMBERS" which will be held on **March 12, 13, and 14, 2025** at **Mansion Garden Hotel**, located at **Dewey Avenue, corner Bonifacio St., Subic Bay Freeport Zone, Zambales**.
2. Attached herein is the program matrix together with the list of participants. **Attendance is required to all target participants.**
3. Kindly bring a laptop for the workshop and wear comfortable clothing for the activity.
4. Participants from the Schools Division Office of Balanga City will be joining through registration, and expenses relative to the said activity shall be charged against their local funds, subject to the usual accounting and auditing rules and regulations.
5. The cut-off for registration for SDO Balanga City participants is March 7, 2025, and must include their corresponding proof of registration for the event.
6. Participants who fail to attend the event shall be charged for the cost of the training.
7. Should you have any questions, please feel free to coordinate with the legal unit for your queries.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent 

S3  
February 24, 2025



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**Project Title:** Capacity Building with Workshop for Formal Investigating Committee Members

**Budget Proposed:** PHP 272,700.00

**PROGRAM MATRIX**

<b>Time</b>	<b>Activity</b>	<b>Personnel Involved</b>
<b>DAY 1</b>		
8:00 A.M. – 9:30 A.M	<b>Preliminaries and Registration</b>  <b>Pre-Test</b>	<b>TWG</b>
9:30 A.M. – 11:30 A.M.	<b>Why are we here today?</b>  -Legal Basis of Investigation  -Administrative Due Process  -Accountability	<b>Atty. Kathrine Mae M. Hoggang</b>  Attorney III, SDO Caloocan City
11:30 A.M. – 12:00 P.M.	<b>Post Test</b>	<b>Atty. Kathrine Mae M. Hoggang</b>  Attorney III, SDO Caloocan City
12:00 P.M. – 1:00 P.M.	<b>LUNCH</b>	
1:00 P.M. – 1:30 P.M.	<b>PRE-TEST</b>	<b>Atty. Maria Hannah Formento</b>  Attorney III, DepEd National Capital Region
1:30 P.M. – 3:00 P.M.	<b>What are the punishable offenses?</b>  -Administrative Offenses pursuant to D.O. No. 49,	<b>Atty. Maria Hannah Formento</b>





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	series 2006 and its elements.	Attorney III, DepEd National Capital Region
3:00 P.M. – 3:30 P.M.	<b>Health Break</b>	
3:30 P.M. – 5:00 P.M.	<b>-Sexual Harassment in relation to safe spaces act</b> <b>-CODI</b>	<b>Atty. Ruhjen Osmeña</b> Attorney III, SDO Las Piñas
5:00 P.M. – 6:00 P.M.	<b>POST TEST</b>	<b>TWG</b>
6:00 P.M. – 7:00 P.M.	<b>DINNER</b>	
<b>DAY 2</b>		
8:00 A.M. – 9:30 A.M.	<b>Preliminaries/Breakfast</b> <b>Management of Learning</b> <b>Pre-Test</b>	<b>TWG</b>
9:30 A.M. – 11:30 A.M.	<b>How do we identify prima facie case?</b>  -Preliminary Investigation vs. Fact-Finding Investigation  -Anonymous complaint vs. Regular complaint  -Conduct of Preliminary Investigation	<b>Atty. Annaliza G. Esperanza</b>  Attorney IV, DepEd National Capital Region
11:30 A.M. – 12:00 P.M.	<b>Post Test</b>	<b>TWG</b>
12:00 P.M. – 1:00 P.M.	<b>LUNCH</b>	



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1:00 P.M. – 3:00 P.M.	<b>What do we do after we receive a formal charge?</b>  -Formal Investigation Process  -Pre-Hearing Conference  -Position Paper or Trial Type  -Difference between the two proceedings	<b>Atty. Ma. Bernice Doreen M. Aberin</b>  Attorney III, SDO Mandaluyong City
3:00 P.M. – 3:30 P.M.	<b>Health Break</b>	
3:30 P.M. – 5:00 P.M.	<b>Reception of Evidence</b>  -Kinds of Evidence  -Marking of evidence  -Weighing of Evidence  -Kinds of Evidence  -Admissibility, Defenses and Objections  -Substantial Evidence	<b>Atty. Jean N. Litusquen</b>  Attorney III, SDO Pasay City
5:00 P.M. – 5:30 P.M.	<b>Health Break</b>	
5:30 P.M. – 7:00 P.M.	<b>Simulation of Pre-Hearing Conference</b>  <b>Simulation per group</b>	<b>Atty. Jean N. Litusquen, Atty. Ruhjen Osmeña, Atty. Ma. Bernice Doreen M. Aberin, Atty. Erness Faith Regacho, Atty. Maria Hannah Formento, Atty. Kathrine Mae Hoggang</b>



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<b>DAY 3</b>		
8:00 A.M. – 9:00 A.M.	<b>Preliminaries, Breakfast</b>  <b>Management of Learning</b>	
9:00 A.M. - 11:00 A.M.	<b>Drafting of Investigation Report, Notice and Legal Research</b>  -Notice required in formal investigation  -Sample FIR  -Contents of Investigation Report  -Important Matters in FIR  -Pointers in drafting of FIR	<b>Atty. Erness Faith Regacho</b>  Attorney III, SDO Muntinlupa City
11:00 A.M. -12:00 P.M.	<b>Group work, Presentation of written outputs and critic</b>  Written Outputs/Notice/Formal Investigation Report	<b>Atty. Erness Faith Regacho</b>  Attorney III, SDO Muntinlupa City
12:00 P.M. – 1:00 P.M.	<b>Closing Remarks</b>  <b>LUNCH</b>	





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**LIST OF PARTICIPANTS**

1	Carolina S. Violeta, EdD, CESO V	Schools Division Superintendent
2	Armando C. Capili, EdD	Assistant Schools Division Superintendent
3	Milagros M. Peñaflores, PhD	Chief CID
4	Ramon C. Perez	Chief SGOD
5	Jacqueline C. Tuazon	Education Program Supervisor
6	Mila D. Calma	Education Program Supervisor
7	Roberto R. Pantig	Education Program Supervisor
8	Edwin R. Bermillo	Education Program Supervisor
9	Evelyn V. Mendoza	Education Program Supervisor
10	Romeo M. Layug	Education Program Supervisor
11	Danilo C. Caysido	Education Program Supervisor
12	Jean A. Lintag	Education Program Supervisor
13	Edgar E. Garcia	Education Program Supervisor
14	Mar-Elen Fe G. Reñosa	Education Program Supervisor
15	Ma. Theresa C. Perez	Education Program Supervisor
16	Ronie S. Mendoza	Public Schools District Supervisor – Dinalupihan West
17	Ruel D. Lingad	Public Schools District Supervisor – Dinalupihan East
18	Arlene S. Carlos	Public Schools District Supervisor – Hermosa
19	Jeolfa G. Reyes	Public Schools District Supervisor – Orani
20	Elma P. Dizon	Public Schools District Supervisor – Samal
21	Elvira R. Mina	Public Schools District Supervisor – Abucay
22	Minerva C. Rillo	Public Schools District Supervisor – Pilar
23	Teresita R. Ordiales	Public Schools District Supervisor – Orion
24	Francisco B. Bautista	Public Schools District Supervisor – Limay
25	Rodger R. de Padua	Public Schools District Supervisor – Mariveles
26	Jonathan B. de Guzman	Public Schools District Supervisor – Bagac
27	Mariel Labandillo	Public Schools District Supervisor – Morong
28	Atty. Hazel G. Dilig-Carandang	Attorney III, TWG
29	Joanne Santos	Casual, TWG
30	Nicko Manalansan	CMT, TWG
31	Nona Mayoralgo	Nurse, TWG
32	Hermie G. Duran	SEPS, TWG
33	Aurea Galaboc	President, BPSTEAL, Local Teacher Organization
34	Jane D. Robles	President, PESPA
35	Gemma Teresa Cabrereros	President, BOPSSA
36	Maria Liza A. Manuel	President, NEU Bataan (Non-Teaching)
37	Abraham S. Tria	NEU Representative (Non-Teaching, CODI member)
38	Atty. Kathrine Mae M. Hoggang	Attorney III, SDO Caloocan City, Resource Speaker
39	Atty. Maria Hannah Formento	Attorney III, DepEd NCR, Resource Speaker
40	Atty. Annaliza G. Esperanza	Attorney IV, DepEd NCR, Resource Speaker
41	Atty. Ma. Bernice Doreen M. Aberin	Attorney III, SDO Mandaluyong City, Resource Speaker
42	Atty. Jean N. Litusquen	Attorney III, SDO Pasay City, Resource Speaker



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43	Atty. Ruhjen Osmeña	Attorney III, SDO Las Piñas City
44	Atty. Erness Faith Regacho	Attorney III, SDO Muntinlupa City
<b>LIST OF SDO BALANGA CITY PARTICIPANTS</b>		
45	Dr. Maylene Mendoza Minimo	Assistant Schools Division Superintendent
46	Dr. Merlinda Tranate Tablan	Chief ES - CID
47	Dr. Flordeliza De Las Alas Del Rosario	Chief ES - SGOD
48	Dr. Ellen Calvento Macaraeg	EPS I – Kindergarten / LRMD
49	Dr. Rufina Eludo Ramos	EPS - I
50	Dr. Maila Miguel Capulong	EPS - SGOD
51	Renato Tranate Yuzon	Administrative Officer V
52	Marlon Ilagan Cardinoza	Accountant III
53	Ana Maria Ingaran Garcia	Principal IV / PESPA President
54	Dr. Alma V. Poblete	Principal IV / PSSPA President
55	Maria Rosario Paguio Cubales	Teacher III / BCPSTEA President
56	Patrick Joseph Agustin Zabala	Teacher III / Faculty President- BNHS-SHS
57	Juni De Leon Rosario	Teacher II / Faculty President -BNHS-SHS
58	Sammy Yandoc Sabello	Master Teacher I – Faculty President - COBNHS