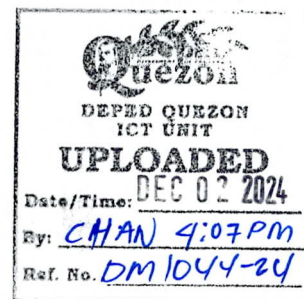




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 November 2024

DIVISION MEMORANDUM

DM no. 1044, s. 2024

**FROM PRIMA FACIE EVIDENCE TO REPORT: SEMINAR-WORKSHOP
ON FACT-FINDING INVESTIGATION (FFI) AND REPORT WRITING**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Units Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Division Legal Unit, will conduct a one-day capacity building training dubbed as "Prima Facie Evidence to Report: Seminar-Workshop on Fact-Finding Investigation (FFI) and Report Writing." This shall be held on **December 9, 2024** at Batis Aramin Resort and Hotel, Tayabas Road, Lucban, Quezon.
2. This seminar-workshop aims to boost the competencies and skills of the participants of DepEd Quezon in the conduct of fact-finding investigations (FFI), as well as their proficiency in the preparation of investigation reports. This is crucial in ensuring that there is speedy, fair and thorough disposition of administrative complaints and cases in the Department of Education.
3. Moreover, this seeks to increase the pool of trained investigators who will serve as members of fact-finding investigation committees.
4. All participants are advised to register at the venue at 7:00 am. Also, it is advised that participants be prepared to attend with training essentials such as laptops and extension cords for their use.
5. Travel expenses incurred to attend the training shall be charged to the respective division/school MOOE of the participants, subject to the existing budgeting, accounting, and auditing rules and regulations.
6. Please refer to the attached enclosure for the list of participants.

DEPEDQUEZON-TM-SDS-04-09-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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7. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 


legcda11/29/2024

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 quezon@deped.gov.ph

**PRIMA FACIE EVIDENCE TO REPORT: SEMINAR-WORKSHOP
ON FACT-FINDING INVESTIGATION (FFI) AND REPORT WRITING**

Participants

December 9, 2024

Batis Aramin Resort and Hotel, Tayabas Road. Lucban, Quezon

	NAME	POSITION/ DESIGNATION	OFFICE/SCHOOL
1	Rommel C. Bautista, CESO V	Schools Division Office	SDO Quezon
2	Joepi F. Falqueza	Assistant Schools Division Office	SDO Quezon
3	Roselyn Q. Golfo	OIC-Assistant Schools Division Office	SDO Quezon
4	Venus T. Balmedina	OIC-Assistant Schools Division Office	SDO Quezon
5	Antonio D. Revillame	PSDS	Burdeos District
6	Caridad C. Grimaldo	PSDS	Atimonan District II
7	Guillerma D. Untalan	Principal IV	Gomez ES
8	Joy L. Barrago	Principal I	San Lorenzo ES
9	Sarah O. Mendoza	Principal I	PEL 5
10	Wilson S. Martinez	Principal I	Cagbalete Is NHS
11	Carlos J. Sanchez	Senior Bookkeeper/NEU President, Quezon Chapter	Recto Memorial NHS
12	Rodolfo Allan Cornejo	Administrative Assistant III (Senior Bookkeeper), Vice-President, NEU Quezon Province Chapter	Lutucan Integrated NHS
13	Anna Jean M. Ogerio	Administrative Officer II	Jose Rizal ES
14	Gerardo V. Sanggalang	Head Teacher I	Janagdong II ES
15	Mylene C. Laylo	Principal I	Tulo-Tulo ES
16	Morlan G. Pasia	Principal I	Briones ES
17	Clinton Jay C. Medina	Principal I	Pitogo Community High School
18	Arelyn M. Manalo	Principal I	Caigdal ES
19	Ramil M. Gonda	Principal I	San Juan ES
20	Thelma E. Manalo	Principal II	Tagkawayan CES
21	Jobert M. Beltran	Principal I	Villa Perez ES
22	Reynante M. Velasco	Principal I	Villa Ibaba IS
23	Lecerio F. Del Moro, Jr.	Principal I	CB Encarnado Integrated School
24	Jennifer L. Velasco	Head Teacher III	Malusak NHS
25	Danica May J. Dela Cruz	Administrative Officer II	Canda Ilaya Elementary School
26	Karl Morgan B. Cabrereros	Administrative Officer II	Lalaguna I Elementary School
NON-TEACHING (DIVISION OFFICE)			
27	Juanito A. Merle	Education Program Supervisor	Division Office
28	Ronnjemelle A. Rivera	Librarian II	Division Office
29	Sherelyn O. Pardilla	Administrative Officer IV/Records Officer II	Division Office
30	Christine A. Alviso	Administrative Assistant III	Division Office
31	Rowena M. Romey	Administrative Assistant III	Division Office
32	Therese Jeanne T. Reyes	Administrative Assistant III	Division Office
33	Therese O. Pardo	Administrative Assistant II	Division Office
34	Cristell Mae Dianne M. Suante	Administrative Assistant II	Division Office
TECHNICAL WORKING GROUP			
35	Rexcia Maria B. Baldeo	Attorney III	Division Office
36	Carleen D. Aguila	Legal Assistant I	Division Office
37	Jackqueline D. Nuyda	Administrative Assistant III	Division Office
38	Penelope Ann A. Villaflores	Administrative Aide VI	Division Office
39	Ma. Michelle Querubin	Nurse	Tiaong District