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


6 December 2024

DIVISION MEMORANDUM
DM no. 1062 s. 2024

**ADDENDUM TO DM NO. 1044, S. 2024, IN RE: 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 is with reference to Division Memorandum No. 1044, s. 2024 dated November 29, 2024 regarding the conduct of a one-day capacity building training spearheaded by the Division Legal Unit and dubbed as "Prima Facie Evidence to Report: Seminar-Workshop on Fact-Finding Investigation (FFI) and Report Writing."
2. This Office, through the Division Legal Unit, hereby issues the attached final list of participants for the said seminar. Also attached is the program for the activity.
3. Other provisions in the previous Memorandum remain in effect.
4. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

legcda12/

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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**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

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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	Anabella V. Razona	Principal I	Lourdes Elementary School
26	Danica May J. Dela Cruz	Administrative Officer II	Canda Ilaya Elementary School
27	Karl Morgan B. Cabreros	Administrative Officer II	Lalaguna I Elementary School
28	Reivall B. Valiente	Administrative Officer IV/HRMO	Gumaca National High School
NON-TEACHING (DIVISION OFFICE)			
29	Ronnjemmele A. Rivera	Librarian II	Division Office
30	Sherelyn O. Pardilla	Administrative Officer IV/Records Officer II	Division Office
31	Christine A. Alviso	Administrative Assistant III	Division Office
32	Rowena M. Romey	Administrative Assistant III	Division Office
33	Therese Jeanne T. Reyes	Administrative Assistant III	Division Office
34	Therese O. Pardo	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

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**From Prima Facie Evidence to Report:
Seminar-Workshop on Fact-Finding
Investigation (FFI) and Report
Writing**

Batis Aramin Resort and Hotel
Lucban, Quezon
December 09, 2024

7:00AM – 8:00AM

Seminar Registration

8:00AM – 9:00AM

- Opening Program/Preliminaries
- Welcome Remarks

JOEPI F. FALQUEZA

Assistant Schools Division Superintendent

- Inspirational Message

ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

9:00AM – 12:00PM

Lecture and Discussion on Fact-Finding
Investigation

ATTY. ANA KARMELA AMANTE-VERGARA

Attorney III – DepEd Lucena

12:00PM – 1:00PM

Lunch/Health Break

1:00PM – 3:00PM

Group Activity on the Preparation of
Investigation Reports

3:00PM ONWARDS

Presentation of the Group
Activity/Feedback from Invited
Resource Speaker

5:00 PM

Closing Remarks

Atty. Rexcia Maria B. Baldeo

CARLEEN D. AGUILA

EMCEE



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