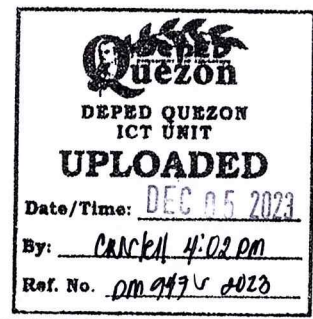




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 December 2023

**DIVISION MEMORANDUM**  
DM No. 947, s. 2023

**FROM EVIDENCE TO REPORT: COMPREHENSIVE TRAINING ON ADMINISTRATIVE INVESTIGATIONS AND REPORT WRITING WORKSHOP**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the OSDS-Legal Unit, will conduct a two-day capacity-building workshop for administrative investigations and report writing on **December 07-08, 2023** at **The Seves Hotel & Resort, Sariaya, Quezon**.
2. This training aims to enhance DepEd Quezon's skills and competencies in the conduct of administrative investigations and the proficient writing of investigation reports. As such, this is imperative for ensuring fair and thorough administrative processes within our educational institutions.
3. Also, this seeks to increase the pool of trained investigators who will serve as members of the fact-finding and formal investigation committees.
4. All participants are advised to register at the venue at 7:00 AM. Additionally, it is advised that participants come prepared with training essentials, including laptops and extension cables for participation.
5. The participants of this comprehensive training shall be entitled to Service Credit/Compensatory Overtime Credit (COC) subsequently in accordance with DepEd Order No. 53. S. 2003 and CSC-DBM Joint Circular No. 2 series of 2004.
6. **Travel expenses** relative to the activity shall be charged to the respective division/school MOOE of the participants, subject to the usual accounting and auditing rules and regulations.
7. Please see the attached enclosure for the list of participants.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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8. Immediate dissemination of this Memorandum is earnestly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent


legrm**bb**12/05/2023


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**FROM EVIDENCE TO REPORT: COMPREHENSIVE TRAINING  
ON ADMINISTRATIVE INVESTIGATIONS AND  
REPORT WRITING WORKSHOP**  
December 7-8, 2023

**LIST OF PARTICIPANTS**

<b>Name</b>	<b>Position</b>
Gregorio T. Mueco, CESO VI	ASDS
Herbert D. Perez, CESO VI	ASDS
Edward D. Garcia	Project Development Officer V, OIC-ASDS
Allan S. Olveda	Principal III
Gear G. Arellano II	Teacher II
Noel G. Orlanes	Principal I
Peter Andrew G. Regencia	OIC-Principal I
Aurelio L. Miranda IV	Principal II
Leonardo Johnny C. Ravalo, Jr.	Principal II
Gilbert C. Alva	PSDS
Bernardo Cristino P. Altamira	Principal III
Norbi A. Cabanela	Principal II
Rafael C. Ramos, Jr.	JHS Teacher III
Joe Anthony R. Casareo	Master Teacher I
Jefferson L. Dizon	Principal I
Gilbert M. Forbes	Principal III
Marlon M. Rañeses, PhD.	PSDS
Vince Angelo L. Dedace	Administrative Officer II
Richard E. Vedano	Administrative Assistant III
Windell R. Nañagas	Principal I
Hazel Ann S. Camo	Project Development Officer I YFS
Melecia Cueto	Principal III
Daisy A. Aguilar	Principal III
Leilani A. Pregellana	Principal IV
Sarah O. Mendoza	Principal I
Monaliza M. De Guzman	Principal I
Jennifer E. Ayapana	Principal III
Carla Marie D. Carandang, EdD.	PSDS

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Cecile C. Albos	Principal I
Nimpha L. Reyes	Principal III
Ma. Lourdes C. Cabanag	PSDS
Maria Dolores D. Atienza	Administrative Officer V
Sherelyn O. Pardia	Administrative Officer IV
Therese O. Pardo	Administrative Assistant II
Florice! R. Lagos	Administrative Assistant III
Carleen D. Aguila	Legal Assistant I
Jackqueline D. Nuyda	Administrative Assistant III
Penelope Villaflores	Administrative Aide VI
Rexcia Maria B. Baldeo	Attorney III

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