



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

November 03, 2025

DIVISION MEMORANDUM

No. 628, s. 2025

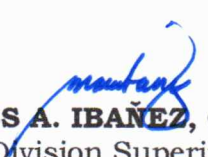
**WORKSHOP ON STRENGTHENING THE CAPACITY OF THE COMMITTEE
MEMBERS IN THE CONDUCT OF FORMAL INVESTIGATION AND
PREPARATION OF REPORTS**

- To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
All Others Concerned
1. SDO Batangas Province, through the Office of the Schools Division Superintendent- Legal Unit, will conduct a Workshop on Strengthening the Capacity of the Committee Members in the Conduct of Formal Investigation and Preparations of Reports on November 20-21, 2025, at NDN Resorts and Events Place, Talisay, Batangas.
 2. This training is designed to improve the skills and competencies of the Formal Investigation Committee members in conducting investigations and writing reports, ensuring a fair and reliable administrative process.
 3. Please refer to the enclosures of the Program Activity Implementation Matrix, Training Management Structure/Committees, and List of Participants.
 4. All participants are advised to register at the venue at 7:30 AM. It is recommended that participants bring necessary training essentials such as laptops and extension cables. Likewise, the participants are requested to accomplish the pre-registration link, <https://tinyurl.com/WorkshopFIPR2025>.
 5. Travel expenses relative to this training shall be charged to the respective division/school MOOE, subject to the usual accounting and auditing rules and regulations.
 6. Moreover, this Memorandum shall serve as the Travel Authority of all the committees, facilitators, and participants of the program.



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7. For concerns and queries, you may email us at [sdobatangas.legal@deped.gov.ph](mailto:legal@deped.gov.ph)
8. Immediate dissemination of and strict compliance of this memorandum is directed.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl: As stated

Reference: None

To be indicated in the Perpetual Index under the following subject:

Issuances – Division Memorandum

KMS/Workshop on Strengthening the Capacity of the Committee Members in the Conduct of Formal Investigation/
S2-113253/11-03-2025



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Attachment A:

**Workshop on Strengthening the Capacity of the Committee Members in the
 Conduct of Formal Investigation and Preparation of Reports**

Day 1: November 20, 2025

Time	Activity	Resource Person
08:00 AM-09:00 AM	Arrival Registration	TWG
09:01 AM-09:15 AM	Opening Ceremony Opening Prayer National Anthem CALABARZON Hymn Batangas Hymn	AVP
9:15 AM- 10:00 AM	Welcome Remarks Inspirational Message Statement of Purpose	Jofit P. Dayoc Marites A. Ibañez Atty. Karen M. Salimo
10:01 AM- 10:15 AM	AM SNACK	
10:15 AM-12:00 PM	DepEd Order 49, s. 2006, Grounds for Administrative Offenses	Atty. Carlo June Tibayan
12:01 PM-01:00 PM	LUNCH BREAK	
01:00 PM-03:00 PM	Guidelines on the Conduct of Formal Investigation and Preparation of Reports	Atty. Jerica Clara Machado-Dela Peña
3:00 PM- 3:15 PM	PM Snack	
3:15 PM- 4:30 PM	Managing Issues and Challenges in Formal Investigation Proceedings	Atty. Shiela Mae Laude
4:30 PM- 5:00 PM	Open Forum	

Day 2: November 21, 2025

Time	Activity	Resource Person
08:00AM-08:30 AM	Management of Learning	
08:31 AM-10:00 AM	Standards and Best Practices for Formal Investigation Committee and Secretariat	Atty. Rexcia Maria Baldeo
10:01 AM-10:30 AM	AM SNACK	
10:31 AM-12:00 NN	Guidelines on the Proper Conduct of Grievance Proceedings in the Department of Education	Atty. Jonas Anton Manalo



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12:01 PM-01:00 PM	LUNCH BREAK	
01:01 PM-03:00 PM	Workshop	Invited Speaker
03:01 PM-03:30 PM	PM SNACK	
03:31 PM-04:30 PM	Critiquing	Invited Speaker
04:31 PM-05:00 PM	Closing Program	



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Attachment B:

**Workshop on Strengthening the Capacity of the Committee Members in the
Conduct of Formal Investigation and Preparation of Reports**

Inclusive Dates/Time: **November 20-21, 2025**

Venue: **NDN RESORTS AND EVENTS, TALISAY, BATANGAS**

NO.	NAME	DESIGNATION	STATION
1	Marites A. Ibañez, CESO V	Schools Division Superintendent	SDO
2	Jofit P. Dayoc, CESE	Asst. Schools Division Superintendent	SDO
3	Rhina O. Ilagan, CESE	Asst. Schools Division Superintendent	SDO
4	Atty. Karen M. Salimo	Attorney III	SDO
5	Mario B. Maramot	OIC- Chief, SGOD	SDO
6	David M. Nuay	Chief, CID	SDO
7	Rosalinda A. Mendoza	Education Program Supervisor I	SDO
8	Ma. Leticia Jose C. Basilan	Education Program Supervisor I	SDO
9	Mercy R. Villanueva	Education Program Supervisor I	SDO
10	Emerson B. Dalangin	Division Science Coordinator	SDO
11	Anabel E. Magalona	Senior Education Program Specialist	SDO
12	Cora V. Samson	Senior Education Program Specialist	SDO
13	Evelyn C. De Sagun	Senior Education Program Specialist	SDO
14	Aris U. Dimaano	Planning Officer III	SDO
15	Lou C. Panaligan	Administrative Officer V	SDO
16	Joemar B. Perez	Administrative Officer IV	SDO
17	Layne D. Ortega	Administrative Officer V	SDO
18	Rosemarie A. Encarnacion	Education Program Specialist II	SDO
19	Manilyn Lucero	Legal Assistant I	SDO
20	Elizalde Piol	Division Information Officer	SDO



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21	Mar Ceilyn Masangcay/Jaime John Montealegre	Nurse	SDO
22	Christian Harina/Jeff Merrick De Jesus	Nurse	SDO
23	Ernani Catapat	ICT	SDO
24	Amiel D. Gamboa	QAME	SDO
25	Riza C. Gusano	PSDS	Balayan East
26	Placida G. Dela Vega	PSDS	Balayan West
27	Eleazar C. Magsino	PSDS	Calatagan
28	Avelino B. Mortel	PSDS	Lemery
29	Pedro D. De Los Reyes	PSDS	Lian
30	Avelina O. Gaa	PSDS	Nasugbu East
31	Gregorio V. Meneses	PSDS	Nasugbu West
32	Conie C. Hernandez	PSDS	Taal
33	Ronaldo L. Sevilla	PSDS	Tuy
34	Emiteria B. Villamor	PSDS	Bauan East
35	Aurelia A. Aguila	PSDS	Bauan West
36	Julita E. Ilagan	PSDS	Lobo
37	Luisito L. Cantos	PSDS	Mabini
38	Aniano Hernandez	PSDS	San Luis
39	Bernarda M. Reyes	PSDS	San Pascual
40	Rodrigo Castillo	PSDS	Tingloy
41	Maria Melissa M. Ariola	PSDS	Agoncillo
42	Mary Jane Gonzales	PSDS	Alitagtag
43	Baby Janet U. Dimailig	PSDS	Cuenca
44	Benilda N. Navarro	PSDS	Laurel
45	Agrifina A. Dirain	PSDS	Malvar
46	Nancy D. Lubis	PSDS	Mataasnakahoy
47	Andrea M. Hernandez	PSDS	San Nicolas
48	Antonio M. Ilagan	PSDS	Sta. Teresita
49	Ginalyn U. Macaraig	PSDS	Talisay
50	Nenita A. Adame	PSDS	Ibaan
51	Braulio B. Napeñas	PSDS	Padre Garcia
52	Lucky Mae Pasia	PSDS	Rosario East
53	Orlie G. Del Mundo	PSDS	Rosario West
54	Joel B. Lubis	PSDS	San Jose
55	Ellienor D. Peña	PSDS	San Juan East
56	Sarah S. Saguin	PSDS	San Juan West
57	Erickson Gutierrez	PSDS	Taysan



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58	Julius A. Villavicencio	School Head	Gov.F. Leviste MNHS
59	Wilson T. Ojales	School Head	Balayan NHS
60	Dario Untalan	Teacher	Lobo Senior High School, Lobo
61	Atty. Jerica Clara Machado	Resource Speaker	
62	Atty. Shiela Laude	Resource Speaker	
63	Atty. Carlo June Tibagan	Resource Speaker	
64	Atty. Jonas Anton Manalo	Resource Speaker	
65	Atty. Rexcia Baldeo	Resource Speaker	



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Attachment C:

**Workshop on Strengthening the Capacity of the Committee Members in the
Conduct of Formal Investigation and Preparation of Reports**

Inclusive Dates/Time: **November 20-21, 2025**

Venue: **NDN RESORTS AND EVENTS, TALISAY, BATANGAS**

TRAINING MANAGEMENT STRUCTURE

Executive Committee

Overall Chairperson	MARITES A. IBÁÑEZ, CESO V Schools Division Superintendent
Co-Chairpersons	JOFIT P. DAYOC, CESE Asst. Schools Division Superintendent RHINA O. ILAGAN, CESE Asst. Schools Division Superintendent
Members	DAVID M. NUAY Chief Education Supervisor, CID MARIO B. MARAMOT OIC - Chief Education Supervisor, SGOD

Task/ Committee	Terms of Reference	In-Charge
Planning Committee	➤ Oversees the learning facilitators in the review of program design ➤ Spearheads in the planning of the program and	ATTY. KAREN M. SALIMO, Attorney III



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	dissemination of Memorandum ➤ Conducts and presides meetings of the PMT on operational matters to give immediate interventions to issues and concerns	
Training Manager	➤ Designs the program/activity ➤ Spearheads the pre, during and post implementation of the program/activity	LOU C. PANALIGAN, AO-V
Technical Committee	➤ Ensures availability and serviceability of training facilities including video conferencing, audio and peripherals. ➤ Ensures that learning facilitators/resource speakers are ready for the sessions and delivered as planned. ➤ Trouble shoots technical problems	ERNANI A. CATAPAT, ITO ELIZALD E PIOL, DIO
Attendance	➤ Checks the attendance of the participants	MANILYN A. LUCERO Legal Assistant I



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Certificates	➤ Facilitates the generation and distribution of Certificates after the End of Program Evaluation	MANILYN A. LUCERO , Legal Assistant I
Documentation	➤ Collects and prepares all the needed data/information and documentation reports relevant to the learning and development.	ELIZALDE PIOL , DIO
Program Facilitators/Moderator/s	➤ Facilitates the flow of the activity ➤ Entertains questions of the participants ➤ Establishes a friendly atmosphere in the session ➤ Concludes the activity	ATTY. KAREN M. SALIMO ARIS U DIMAANO



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QATAME Associate	➤ Quality assures the conduct of webinar ➤ Provides QAME Report ➤ Prepares the activity completion report	AMIEL D. GAMBOA
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