



Republic of the Philippines
Department of Education
REGION XIII – CARAGA

SCHOOLS DIVISION OFFICE OF SURIGAO CITY



Office of the Schools Division Superintendent

March 8, 2021

Division Memorandum

No. 061, S. 2021

**COMPOSITION OF FACT FINDING COMMITTEE
OF THE SCHOOLS DIVISION OF SURIGAO CITY**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
All EPS and PSDS
Division Office Unit Heads and Personnel
Public School Principals and School Heads
All Teaching and Non-Teaching Personnel of this Division
All Others Concerned

1. Pursuant to DepEd Order No. 49, s. 2006, otherwise known as the Revised Rules of Procedure of the Department of Education in Administrative Cases, through the recommendatory authority vested unto the Schools Division Superintendent, the FACT- FINDING or PRELIMINARY INVESTIGATION COMMITTEE for the Schools Division of Surigao City is hereby constituted by the following Permanent Regular Members, namely:
 - a.) The Division Attorney to act as Chairperson of the Committee, presently being held in office by ATTY. VIVANINO B. BARRIOS;
 - b.) The Administrative Officer V, presently being held in office by DR. GEMMA P. SINDAY;
 - c.) The Public School District Supervisor (PSDS) of the personnel complained of; and
 - d.) The School Principal of the personnel complained of.
2. The abovenamed members of the Fact-Finding or Preliminary Investigation Committee may voluntarily inhibit themselves, or – upon motion to the Schools Division Superintendent by any of the parties to the case – be inhibited from participating in the proceedings for valid grounds that will affect the impartiality of the said Committee. In such case, the Schools Division Superintendent shall appoint another personnel/s to replace the member/s seeking inhibition or whose inhibition is sought; provided, that the inhibition shall only be effective for such a particular case alone.
3. Considering that the PSDS and Principal who will act as member of the FACT- FINDING or PRELIMINARY INVESTIGATION COMMITTEE will vary depending on the work station of or the circumstances privy to the parties in a particular case, the Chairman of the said Committee shall be given



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the deputized authority to designate the third and fourth member through an Office Order.

4. The foregoing protocol is enunciated in order for the FACT-FINDING or PRELIMINARY INVESTIGATION COMMITTEE to be able to immediately carry out its duties, notwithstanding the temporary absence of the Schools Division Superintendent or without any further need for another Division or Office Memorandum calling for the constitution of a FACT-FINDING or PRELIMINARY INVESTIGATION COMMITTEE in certain cases in the future.
5. This memorandum is to immediately take effect on the date of its issuance and release.
6. For the information and guidance of all those concerned.


KAREN L. GALANIDA, CESO V
Schools Division Superintendent



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