



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

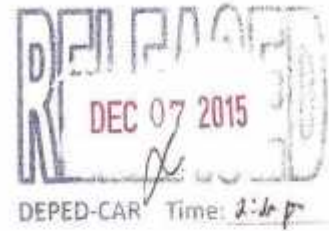
R.M. No. 242 2015

DATE : December 07, 2015

TO : Schools Division Superintendent
Assistant Schools Division Superintendent
SDO's Legal Officers, Administrative Officers

From : Ellen B. Donato, Ed.D., CESO III
Director IV

SUBJECT : STATUS OF ADMINISTRATIVE CASES IN THE SCHOOLS
DIVISION OFFICES



1. To ensure that the Division Offices are provided with judicious legal and technical assistance in the performance of its duties, responsibilities and accountabilities towards the attainment of effective and efficient delivery of public service, you are hereby directed to apprise this Office of the status of the administrative cases filed against Teaching and Non-Teaching personnel in your respective division. This will serve as a basis for this Office to make necessary recommendations to facilitate resolution and speedy disposition of administrative cases and other legal matters in the Schools Division Offices.
2. All the Schools Division Offices shall submit the validated and consolidated Report of all administrative cases filed in their respective divisions **on or before December 14, 2015**. Attached is the format of the consolidated report for your reference.
3. In the event when there are no cases filed under the Division Offices, the Schools Division Superintendent must issue a Certification to that effect.

For your information and compliance.


ELLEN B. DONATO, Ed.D., CESO III
Director IV

