



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

20 Aug 2026

**REGIONAL MEMORANDUM**

No. 015 s. 2026

**DIRECTIVE TO SCHOOLS DIVISION OFFICES TO SUBMIT REPORTS ON  
ADMINISTRATIVE CASES FILED AGAINST DEPARTMENT OF EDUCATION  
PERSONNEL FROM JUNE 2024 TO PRESENT**

To: Schools Division Superintendents  
Regional and Division Legal Officers  
All Other Personnel Concerned

1. Pursuant to MEMORANDUM OULLA-2026-2490, Atty. Filemon Ray L. Javier, Undersecretary for Legal and Legislative Affairs, directed the submission of a report and a Complete Staff Work (CSW) on administrative cases filed against DepEd personnel from June 2024 to the present, on or before 24 August 2026.

2. To ensure uniformity and provide guidance in the preparation of the report, Annex A of this Memorandum shall be used as the official reporting template. The accomplished report must be duly signed, scanned, and submitted to [ro12.legal@deped.gov.ph](mailto:ro12.legal@deped.gov.ph). The status of each administrative case shall indicate any of the following, as applicable:

- a. With a duly constituted Formal Investigation Committee (FIC) but formal investigation has yet to commence;
- b. Without a duly constituted FIC but with a Formal Charge;
- c. Undergoing formal investigation proceedings before the duly constituted FIC (e.g., pre-hearing, hearing, submission of position papers, or other applicable proceedings);
- d. Formal investigation has been concluded, and the FIC is drafting or preparing its recommendation or Formal Investigation Report (FIR) for submission to the Disciplining Authority;
- e. FIR has been submitted to the Disciplining Authority for consideration;
- f. Decision has been rendered by the Disciplining Authority;
- g. Decision is subject to a Motion for Reconsideration or Appeal; or
- h. Decision has been submitted to the Office of the Secretary, through the Office of the Undersecretary for Legal and Legislative Affairs (OULLA), for confirmation.

For purposes of the report, each respondent shall be counted separately, even when several respondents are included in a single Formal Charge.



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3. Moreover, the **Complete Staff Work** shall be accomplished and encoded through the following link: <https://bit.ly/CSWRO12>.
4. For purposes of consolidation, the submission must be made on or before 12:00 noon of 24 August 2026.
5. For clarifications or further inquiries, contact the Regional Legal Unit through [ro12.legal@deped.gov.ph](mailto:ro12.legal@deped.gov.ph).
6. Immediate dissemination of and compliance with this Memorandum are directed.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

Enclosure: As stated  
Reference: ORD-LU RM  
Allotment: None  
To be indicated in the Perpetual Index  
under the following subject:

REPORT

RLV/ORD-LU/RM- DIRECTIVE TO SCHOOLS DIVISION OFFICES TO SUBMIT REPORTS ON ADMINISTRATIVE CASES FILED  
AGAINST DEPARTMENT OF EDUCATION PERSONNEL FROM JUNE 2024 TO PRESENT  
008/AUGUST 20, 2026

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