



Republic of the Philippines
Department of Education
CARAGA REGION



JULY 18 2025

REGIONAL MEMORANDUM

No. 0722 , s. 2025

To: Members of the Formal Investigation Committee (FIC)
FIC Secretariat
All Others Concerned

CONDUCT OF PRE-HEARING CONFERENCE FOR ADMINISTRATIVE CASE
NO. OSEC-2025-003

1. In accordance with DepEd Office Order No. 003 Series of 2023, titled “**Formal Investigation Committee (FIC) Secretariat in the Regional Offices and Schools Division Offices,**” the FIC must be assisted by a Secretariat during the investigation process, whose members shall be designated by the Regional Director from their respective legal units and other personnel.
2. The following individuals, serving as FIC Chairman, Designated Alternate/Representative of the FIC Chairman, and Secretariat, are directed to conduct the Pre-Hearing Conference on July 31, 2025, at Ecotech, Lahug, Cebu City, respectively:
 - a. Formal Investigation Committee (FIC) Member:
ARD Pedro Tenebro Escobarte Jr. – FIC Chairman
Atty. Jose B. Guibone – Alternate FIC Chairman
 - b. Formal Investigation Committee (FIC) Secretariat:
Atty. Viva Niño Barrios – Head Secretariat
Shine Clarice G. Guarez – Member, Transcriber/ Recorder
Clifford T. Eco – Member, ICT for videoconference
3. Travel expenses incurred shall be charged to local funds, subject to standard accounting and auditing rules and regulations.
4. For information, guidance, and compliance.


MARIA INES C. ASUNCION
Director IV
Regional Director

ORD/scgg
7/16/2025



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