



Republic of the Philippines
Department of Education
CARAGA REGION

REGIONAL MEMORANDUM
No. **1428**, s. 2024

To: Schools Division Superintendents
Regional Legal Unit
Division Legal Officers/Designates
Division Legal Staff
All Others Concerned

**USE OF UNIFIED TEMPLATES, SCRIPTS, AND OTHER FORMS FOR
ADMINISTRATIVE CASES**

1. This has reference to the Year-End Assessment Meeting of the Regional and Division legal unit conducted last December 9-11, 2024, at Mt. Bagarabon Beach and Mountain Resort, Brgy. Mabua, Surigao City, Surigao del Norte, hereby informing all concerned of the availability of the unified templates, scripts and other forms to be used for administrative cases.
2. Collaboratively crafted by the Regional and Division Legal Officers and Designates, these resources can be accessed through this link:
<https://tinyurl.com/R13UnifiedTemplates>
3. In this regard, this office directs all Regional and Division Legal Officers, Designates, and members of the Formal Investigation Committee to utilize the attached templates and scripts in conducting their proceedings.
4. Immediate dissemination of this memorandum to all concerned is highly desired.

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

JOEL B. ROSALES
Chief Administrative Officer
Administrative Services Division

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

FORMS

ORD/jmm
12/20/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2024-12-21652

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1

