



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools
Division Superintendent**

MEMORANDUM

MLA-2021- 97,

TO : **OIC- Asst. Schools Division Superintendents
Chief, CID and SGOD
Legal Officer
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators**

FROM : *Paulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent *pp*

SUBJECT : **SERIES OF HEARING FOR ADMINISTRATIVE CASES**
3/12/2021

DATE : **March 12, 2021**

1. This is to inform the concerned District Supervisors, School Heads and Division Office personnel of the series of Hearing for Administrative Cases on April 20 & 23, 2021 at 9:00 a.m. onwards at 3rd Floor Conference Room.
2. Participants to these hearing are the Formal Investigation Committee members, the Legal Officer with his staff and the parties involved in the identified cases together with their legal counsel.
3. Separate Orders/Notices to appear during the hearing shall be sent to the parties individually.
4. The assistance of PSDSs and School Heads concerned in serving the Orders/Notices to the parties of the cases are respectfully sought.
5. Participants are expected to wear their face mask and face shield following the IATF standards and health protocols during the hearing.
6. Expenses incurred during the conduct of the hearing shall be charged to Legal Section's budget from GASS, subject to the usual accounting and auditing rules and regulations.
7. For information and guidance of ALL concerned.

SPP/MKP-JMA/ETS/mdp



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