

Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY

November 18, 2022

Division Memorandum
 Number: 471 s. 2022

ORIENTATION ON RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS)


1. This Office through the School Governance Operations Division (SGOD)- Human Resource Development Section (HRDS) in partnership with the Civil Service Commission –Cordillera Administrative Region (CSC-CAR) shall conduct an onsite training on Rules on Administrative Cases in the Civil Service (RACCS) on **December 1 -2, 2022, 8:00 AM to 5:00 PM at Ion Hotel** (formerly Holiday Inn), Legarda Road, Baguio City.
2. The program will provide participants the necessary tools in dealing with a situation that calls for the filing of administrative cases, the conduct of preliminary investigation, formal hearing, imposition of penalties, determination of kinds of offenses and modes of review. It will also cover principles, concepts, Supreme Court Rulings and other relevant jurisprudence and remedies pertaining to administrative cases.
3. Participants to this activity are:

SDO Top Management/Chief ES	4
Public Elementary and Secondary School heads	68
Public Schools District Supervisors	9
Education Program Supervisors	10
Senior Education Program Specialists	4
OSDS Unit Heads	7
Speakers/Facilitators	6
TOTAL	107

4. Please see attached enclosures as reference:

Enclosure 1: Complete list of participants (those who confirmed only)
 Enclosure 2: Training matrix

5. For information, guidance and strict compliance.


FEDERICO P. MARTIN, EdD, CEED, CESO V
 Schools Division Superintendent

Jtb/11-18-22/orientation on rules on administrative cases in the civil service (raccs)



"HANDANG MAG SERBISYO"

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RU-19.2560.026



Civil Service Commission Cordillera Administrative Region
Schools Division of Baguio City

Enclosure 2- Training Matrix

Orientation on the Rules on Administrative Cases in the Civil Service (RACCS)

December 1-2, 2022

Ion Hotel, Legarda Rd, BC

Date/Time	Session Title	Subject Matter Expert
December 1, 2022 (Thursday)		
7:30-8:00 AM	<ul style="list-style-type: none">Registration/ Attendance	c/o HRDS- DepEd Baguio
8:00-8:15 AM	<ul style="list-style-type: none">Opening Program	c/o Facilitators
8:00- 12:00 NN	<ul style="list-style-type: none">Complaint and Preliminary InvestigationFormal Charge/Notice of ChargeAnswer	Andrix D.Domingo Atty. III
1:00- 2:00 PM	<ul style="list-style-type: none">Preventive SuspensionFormal InvestigationDecision	
2:00- 5:00 PM	<ul style="list-style-type: none">Administrative Offenses and PenaltiesSettlement in Administrative CasesMotion for Reconsideration in Disciplinary Cases	Michael Jan B.Ostrea Atty. III
December 2, 2022 (Friday)		
7:30-8:00 AM	<ul style="list-style-type: none">Registration/ Attendance	
8:00-8:15 AM	<ul style="list-style-type: none">Unfreezing	
8:00- 11:00 AM	<ul style="list-style-type: none">Appeal in Disciplinary CasesPayment of Backwages and Other Similar BenefitsRemoval of Administrative Penalties or Disabilities	Kathy A. Olaño Atty. III
11:00- 12:00 NN	<ul style="list-style-type: none">Procedure for ContemptInvalidation or Disapproval of Appointment	Elenita P.Ugay Atty IV
1:00- 5:00 PM	<ul style="list-style-type: none">Protest and Revocation of AppointmentCorrection of Personal Information in Records of the CommissionDropping from the RollsRemedies in Non-Disciplinary CasesMiscellaneous ProvisionsEffectivity and Separability	
5:00-5:15 PM	<ul style="list-style-type: none">Closing Program	c/o Facilitators

Bawat Kawani, Lingkod Bayani



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Enclosure 1: Participants

NO.	NAME	DESIGNATION	SCHOOL	SEX
1	Sharon Christianie R. Castillo	P I	Baguio Country Club Village ES	Female
2	Nixon ELahe (OIC)	PSDS	Gibraltar ES	Male
3	Jerry D. Walsiyen	HT III	Lindawan ES	Male
4	Ligaya Annawi	P II	Manuel L. Quezon ES	Female
5	Joseph A. Estigoy	P III	Rizal ES	Male
6	Rosie Beel A. Marzo	P III	Fort del Pilar ES	Female
7	Agnes P. Lomas-e	HT III	Happy Hollow ES	Female
8	Gloria A. Catiyan	P I	Kias ES	Female
9	Jimmy Garcia Jr.	HT III	Springhills ES	Male
10	Ellen F. Grande	P I	Baguio City SPED Center	Female
11	Jeannette T. Lacana	P I	Jose P. Laurel ES	Female
12	Helen C. Acop	P II	Loakan ES	Female
13	Yolanda P. Chan	MT	Apolinario Mabini ES	Female
14	Octavia M. Pedro	P I	Brookspoint ES	Female
15	Elsa M. Rabara	P I	Don Mariano Marcos ES	Female
16	Dennis Daniwis	P II	Doña Aurora ES	Female
17	Maria O. Palsi	P I	Dona Nicasia J. Puyat ES	Female
18	Lillie A. Vinluan	HT II	Adiwang ES	Female
19	Julia A. Biligan	P I	Crystal Cave ES	Female
20	Jacqueline L. Fianza	P I	Dontogan ES	Female
21	Juliet R. Mamaril	P II	Manuel A. Roxas ES	Female
22	Leonila C. Catungal	P I	Sto. Tomas ES	Female
23	Ester Hydie L. Pucdihon	PII	Aguinaldo ES	Female
24	Renita E. Laranang		Baguio Central School	Female
25	Gemma N. Lomboy	PII	Dominican Mirador ES	Female
26	Castro P. Canuto	P II	Josefa Cariño ES	Male
27	Marcial L. Lami-ing	P I	San Luis ES	Male
28	Nemhel D. Escobar	AO -II	Elpidio R. Quirino ES	Male
29	Jane L. Adolfo	PI	Irisan ES	Female
30	Amalia K. Micklay	P III	Quezon Hill ES	Female
31	Josie Jane D. Padio-an		San Carlos Heights ES	Female
32	Valeriano B. Accad	P I	Bonifacio ES	Male
33	Rommel L. Manzano	P I	Fairview ES	Male
34	Regina K. Bannawol	T III (TIC)	Holy Ghost Extension ES	Female
35	Jackson T. Caya-os	P I	Lucban ES	Male
36	Annie Laurie W. Bisquera	P I	Pinsao ES	Female



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37	Alice B. Masidong	P I	Alfonso Tabora ES	Female
38	Florida F. Cael	P I	Magsaysay ES	Female
39	Philip B. Sagalla	P I	Pinget ES	Female
40	Marie D. Sillatoc	P II	Quirino Hill ES	Female
41	Brigitte Y. Galong	P I	Bakakeng ES	Female
42	Teodora B. Botis	P II	Dona Aurora H. Bueno ES	Female
43	Remedios P. Quiño	P IV	Pacday Quinio ES	Female
44	Wilma S. Biteng	P II	San Vicente ES	Female
45	Riona B. Copiling	MT II	Lindawan NHS	Female
46	Domillo, Rufino		Rizal NHS	Male
47	Lilybeth B. Balutoc	ASSP II	Fort del Pilar NHS	Female
48	Rey D. Gapsin	HT I	Happy Hollow NHS	Male
49	Janet Pascua	P IV	Baguio City National High School	Female
50	Jane Marie M. Ngolab	P I	Mil-an NHS	Female
51	Benjamin L. Tudias	AO II	Dona Aurora NHS	Female
52	Rosalia A. Ocyaden	ASP II	Roxas NHS	Female
53	Danilo P. Gayao	P IV	Sto. Tomas NHS	Male
54	Victor Fernandez	EPS II-OIC Principal	Dominican-Mirador NHS	Male
55	Whitney A. Dawayen	P III	Pines City NHS	Female
56	Lesli N. Tongyofen	AO II	Baguio City National Science HS	Female
59	Johnny Kidian	HT	Irisan NHS	Male
60	Christopher Basing-at (TIC)	HT I	Pinsao NHS	Male
61	Jason W. Pascaden	HT	Magsaysay NHS	Female
62	Stephen C. Doriano	HT I	Pinget NHS	Male
63	Felto P. Agpawa	MT1	Joaquin Smith NHS	Male
64	Edward C. Vicente	P II	San Vicente NHS	Male
65	Jesusa R. Yadao	P I	Quezon Hill NHS	Female
DIVISION OFFICE				
66	Federico P. Martin	SDS	OSDS	Male
67	Christopher C. Benigno	ASDS	OSDS	Male
68	Juliet C. Sannad	CES	CID	Female
69	Niño M. Tibangay	CES	SGOD	Male
70	Simeon Yangyang	PSDS	CID	Male
71	Virginia Alindayo	PSDS	CID	Female
72	Nancy B. Dumalili	PSDS	CID	Female
73	Jayrerose Guevara	PSDS	CID	Female
74	Lourdes Lomas-e	PSDS	CID	Female



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75	Brendalee Awingan	PSDS	CID	Female
76	Marilyn Tami-ing	PSDS	CID	Female
77	Santiago Bugtong	PSDS	CID	Male
78	Marilyn S. Api-it	EPS	CID	Female
79	Francisco C. Copsiyan	EPS	CID	Male
80	Nora D. Dalapnas	EPS	CID	Female
81	Maryjane N. Malihod	EPS	CID	Female
82	Loida C. Mangangey	EPS	CID	Female
83	Lolita A. Manzano	EPS	CID	Female
84	Lilian S. Pagulongan	EPS	CID	Female
85	Marina D. Tabangcura	EPS	CID	Female
86	Armi Victoria Fiangaan	EPS	CID	Female
87	Nieves D. Ebanio	AO V	OSDS	Female
88	Asuncion C. Saguid	SEPS	SGOD	Female
89	Milagrosa Galera	AO-IV Cashier	OSDS	Female
90	Elaine B. Cabuag	SEPS	SGOD	Female
91	Annette Doyaoen	ATTY. III	OSDS	Female
92	Reynalyn Padsoyan	SEPS	OSDS	Female
93	Karyl Paz De Leon	ADAS III	OSDS	Female
94	Ma. Louella Moncada	AO I ✓	OSDS	Male
95	Roger Sinot	MD	SGOD	Male
96	Harris G. Dizon	ITO	OSDS	Male
97	Jovelyn T. Balantin	SEPS	SGOD	Female
98	Paul Lomas-e/Jennifer Polido	Engr.	SGOD	
CSC-CAR				
99	Atty Andrix D. Domingo	Atty. III	Subject Matter Experts/Facilitators	Male
100	Atty. Michael Jan B. Ostrea	Atty. III		Male
101	Atty. Kathy A. Olaño	Atty. III		Female
102	Atty. Elenita P. Ugay	Atty. VI		Female
103	Van Bacwaden Galgala	HRD-CSC		Female



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