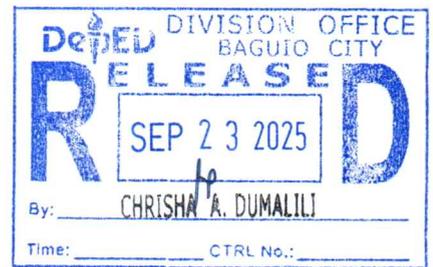




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



September 23, 2025

**DIVISION MEMORANDUM**

No. **583-2025**

**PROTOCOL FOR ROUTING FORMAL CHARGES AND PREVENTIVE  
SUSPENSION ORDERS FROM THE REGIONAL OFFICE TO  
CONCERNED EMPLOYEES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads  
All Others Concerned

1. To ensure a standardized and accountable process for routing formal charges and preventive suspension orders issued by the Regional Office, all concerned personnel are directed to strictly observe the official procedure outlined in the attached Process Flow (Enclosure 1).
2. This procedure facilitates the prompt recording and acknowledgment of documents received, timely endorsement to the Head of Office or designated authority, immediate and properly documented notification of the concerned employee, and effective monitoring of the preventive suspension's implementation within the prescribed period.
3. All concerned personnel must be fully familiar with the process flow and committed to its consistent and accurate application for all formal charges and preventive suspension orders received from the Regional Office, effective immediately.
4. For guidance and strict compliance.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

OSDS/STF/nde

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