



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

May 26, 2020

Division Memorandum No.197, Series of 2020

**ONLINE FILING OF ADMINISTRATIVE COMPLAINTS AND OTHER LEGAL DOCUMENTS**

To: All PSDS  
Public School Teachers  
Non- Teaching Employees  
All others concerned

1. The Legal Service Unit in order to address the pending administrative cases resorts to digital technology in filing and submission of complaints, notices, communications and other legal documents based on RM No. 0255 series of 2020 dated on May 21, 2020;
2. The filing of cases should still follow section 5 of D.O 49, Series of 2006. All communications are to be scanned and mailed to [ro7.legalresearch@deped.gov.ph](mailto:ro7.legalresearch@deped.gov.ph).
3. The conduct of clarificatory hearings would depend on the gravity of the offense, and evidences submitted, taking into consideration the health and safety of the investigators and persons complained of and the person filing the said case. While awaiting further guidelines from the region or central office for administrative formal hearings, those cases filed wherein the person complained of has been notified and given ample time to file his/her Answer already, the submission of factfinding/preliminary investigation report is on the discretion of the Investigator/s whether or not to conduct further clarificatory hearings.
4. Nonetheless, should the conduct of clarificatory hearing or formal investigation warrants, parties are to observe social distancing, and is limited to ten (10) people only. The health protocols such as temperature checking, wearing of face mask and quarantine pass/ worker's pass and hand washing should be strictly observe. Thus, it is advised that parties should submit three (3) days in advance the names of their witnesses for clarificatory hearings, or submit their judicial affidavits before the pre-hearing conference in case of formal investigations through this email address: [legalunit.bohol@deped.gov.ph](mailto:legalunit.bohol@deped.gov.ph)
5. Again, all pleadings in scanned copies are to be sent online, the division legal service unit will not accept at the moment hard/physical copies. However, hard/physical copies must be presented at the time it is needed in the course of the proceedings.

  
**BIANITO A. DAGATAN EdD CESO V**  
Schools Division Superintendent 

