

Republika ng Pilipinas  
(Republic of the Philippines)  
HEWLOKRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Manila

July 6, 1978

MEMORANDUM  
No. 164, s. 1978

WORKSHOP-SEMINAR ON ADMINISTRATIVE DISCIPLINE  
AND ADMINISTRATIVE INVESTIGATION

To: Bureau Directors  
Regional Directors  
School Superintendents  
Vocational School Administrators

1. The Ministry of Education and Culture will conduct a series of two-day workshop-seminars on Administrative Discipline in the following places on the dates indicated:

Regions I, II and III, Teachers  
Camp, Baguio City July 27-28, 1978

Regions IV, IV-A and V, Manila Aug. 7-8, 1978

Regions VI, VII, and VIII,  
Cebu City Aug. 14-15, 1978

Regions IX, X, XI, and XII,  
Cagayan de Oro City Aug. 23-24, 1978

2. The main objective of the seminar is to upgrade the skills and competencies of legal officers and other officials charged with the handling and/or disposition of disciplinary cases, in order to avoid unnecessary delay and promote a just, fair and speedy adjudication of all administrative cases.

3. Participants to this seminar shall be the legal officer or in his absence, the personnel in charge of legal and administrative cases in the regional or division office, the school superintendent, or in his absence, the assistant superintendent and vocational school administrators.

4. Expenses incident to attendance in this training seminar will be charged against local funds, subject to existing accounting and auditing rules and regulations. Each participant will pay a registration fee of one hundred fifty pesos (P150) to cover the cost of handouts and other seminar expenses.







5. A copy of the tentative program of activities seminar is enclosed for the guidance of all concerned.

(SGD.) JOAQUIN MANUEL  
Minister of Education and Culture

Incl.:

As stated

Reference:

None

Allotment: 1-2--(D.C. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

✓ EXPENSES  
✓ OFFICIALS  
✓ SEMINARS  
✓ WORKSHOPS









(Inclosure to SEC Memorandum No. 104, s. 1953)

DELEGATED PROGRAM

F i r s t D a y

Morning

1. Promising Airt
2. Keynote Address . . . . . Dr. Narciso Albarraci  
Deputy Minister
3. Overview of Administrative  
Discipline Under P.D. No. 807 . Atty. Francisco C.  
Valdez - Chief, ad-  
ministrative Service
4. Open Forum

Afternoon

1. Lecture - Procedural Steps in  
Handling Disciplinary Cases . . Atty. Rene A. Capinpi
2. Lecture - Investigation Process. Atty. Juan E.  
de Guzman
3. Mock Trial
4. Open Forum

S e c o n d D a y

Morning

1. Decision Making
2. Common Administrative Problems
3. Open Forum

Afternoon

1. Miscellaneous Legal Problems
2. Open Forum
3. Closing Ceremonies



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