



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG Region XIII (CARAGA)  
1559 Matimco Bldg, Km 4., Libertad, Butuan City  
caraga.dilg.gov.ph


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Name of Division/FOU: Finar Office of the Regional Director - Legal

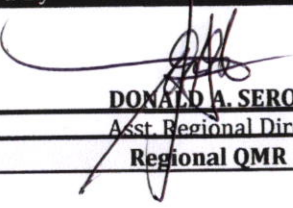
**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
FACT-FINDING INVESTIGATION							
QP-R13-ORD-039	Quality Procedure	10.16.17					
QO-QP-R13-ORD-039	Quality Objective	10.16.17	10.15.18				
QME-QP-R13-ORD-039	Quality Monitoring and Evaluation	10.16.17	10.15.18				
FM-QP-R13-ORD-039-01A	Process Summary Logsheets	10.16.17	10.15.18				
FM-QP-R13-ORD-039-01B	Process Summary Logsheets	10.15.18					
FM-QP-R13-ORD-039-01C	Process Summary Logsheets	10.15.18					
FM-QP-R13-ORD-039-02	Endorsement from RO to PO	10.15.18					
FM-QP-R13-ORD-039-03	Endorsement from PO to LGOO's	10.15.18					
FM-QP-R13-ORD-039-04	Endorsement from LGOO's to PO	10.15.18					
FM-QP-R13-ORD-039-05	Fact-Finding Investigation Report	10.15.18					
FM-QP-R13-ORD-039-06	Endorsement from PO to RO	10.15.18					

Prepared By

  
**KAREN GRACE S. GABINETE**  
LGOO II  
Regional Document Controller

Noted By

  
**DONALD A. SERONAY**  
Asst. Regional Director  
Regional QMR



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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
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Name of Division/FOU: Finar Office of the Regional Director - Legal

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
FACT-FINDING INVESTIGATION							
	DILG-MEMORANDUM, DATED APRIL 1, 2008 SUBJECT: EXERCISE OF GENERAL SUPERVISION OVER LOCAL GOVERNMENT UNITS	10.16.17					
	DILG-MEMORANDUM, DATED MAY 8, 2012 SUBJECT: CONDUCT OF FACT-FINDING IN THE EXERCISE OF GENERAL SUPERVISION OVER LOCAL GOVERNMENT UNITS	10.16.17					

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Regional QMR





# QUALITY PROCEDURE (QP)

PROCEDURE TITLE	Conduct of Fact-Finding Investigation		
SCOPE	The procedure starts from the receipt the request or order for fact-finding investigation and ends with the release of fact-finding investigation report to requesting party, copy furnished the endorsing party.		
PURPOSE	To clearly define the process of conducting Fact-finding Investigation		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
Complaint or request Requesting Party for investigation		CONDUCT OF FACT-FINDING INVESTIGATION	Fact-finding investigation report Requesting party / endorsing party
DESCRIPTIVE STATEMENT: The Regional Office receives complaint or request for fact-finding investigation and endorses the same to the concerned field office which conducts the fact-finding investigation and prepares the report for the Regional Office. Upon receipt of the report from the field office, the Regional Office prepares the fact-finding investigation report for release to the requesting and/or endorsing party/ies. At the regional level, drafts of request for endorsement and fact-finding report are prepared and corrected accordingly by the legal officer, reviewed by the ARD, and finally approved by Regional Director. At the field office level, drafts of fact-finding investigation report and endorsement are prepared and corrected accordingly by the concerned LG00, reviewed and endorsed for approval by the PM and finally approved by the PD.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer - RO	Receive the Complaint/Request	Stamp "RECEIVED" on the Complaint/Request for fact-finding investigation with date and time of receipt and affix signature  Scan document and encode the details of the Complaint/Request for fact-finding investigation in the Communication Tracking System (ComTrackS)  Forward to ORD Secretary	Complaint / Request  ComTrackS / Incoming Communications Logbook
2	ORD Secretary	Receive the Complaint / Request	Attach routing slip to the Complaint / Request for fact-finding and forward to Regional Director  Record details of the Complaint / Request in Incoming Communications Logbook	Complaint / Request for fact-finding investigation Routing Slip  Incoming Communications Logbook
3	Regional Director	Assign Complaint / Request	Assign Complaint / Request for fact-finding investigation to the Legal Officer and	Complaint / Request Routing Slip



DILG REGION XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			provide instructions in the routing slip	
4	ORD Secretary	Forward Request	Forward Complaint / Request to Legal Officer and record the date and time when delivered	Complaint / Request Routing Slip Outgoing Communications Logbook
5	Legal Officer	Prepare Draft endorsement	Prepare draft endorsement to the field office for fact-finding investigation  Forward draft endorsement to ARD for review	Complaint / Request Routing Slip Draft endorsement for fact-finding
6	ARD	Initial review of Draft endorsement	Conduct initial review of the Draft endorsement	Complaint / Request Routing Slip Draft endorsement
7	Legal Officer	Incorporate correction	Incorporate correction, if any.  Forward the Draft endorsement to ARD for final review	Complaint / Request Routing Slip Draft Endorsement
8	ARD	Final review of Draft endorsement	Conduct final review of the Draft endorsement  Recommend approval or revision  *if for approval, forward to RD *if for revision, go back to Step 7	Complaint / Request Routing Slip Draft endorsement
9	RD	Review and approve endorsement	If the endorsement is acceptable, approve/sign the endorsement; otherwise, refer back to Steps 7 and 8	Complaint / Request Routing Slip Approved endorsement
10	Legal Officer	Assign Control Number	Assign Control Number  Photocopy approved endorsement and forward to Records Officer for release	Approved endorsement with attached Complaint / Request for fact-finding investigation
11	Records Officer - RO	Release endorsement	Stamp "RELEASED" with date and time of release and affix signature on the approved endorsement  Send to concerned PD, copy	Approved endorsement with attached Complaint / Request for fact-finding investigation





DILG REGION XIII (CARAGA)  
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			furnished LGOO, if applicable.	Outgoing Communications Log book
12	Records Officer - PO	Receive endorsement	<p>Stamp "RECEIVED" on the endorsement with attached complaint / request for fact-finding investigation with date and time of receipt and affix signature</p> <p>Log the details of the endorsement with Complaint / Request for fact-finding investigation</p> <p>Attach routing slip</p> <p>Forward to PD</p>	<p>Approved endorsement with attached Complaint / Request for fact-finding investigation</p> <p>Incoming Communications Logbook</p> <p>Routing slip</p>
13	Concerned PD	Assign fact-finding investigation	<p>Evaluate the Complaint / Request and assign to concerned LGOO</p> <p>Writes instructions on routing slip</p>	<p>Endorsement with attached Complaint / Request for fact-finding investigation</p> <p>Routing Slip</p>
14	LGOO	Conduct fact-finding investigation	<p>Evaluate Complaint / Request</p> <p>Conduct fact-finding investigation in accordance with guidelines</p> <p>Prepare draft fact-finding investigation report and endorsement</p>	<p>Endorsement with attached Complaint / Request for fact-finding investigation</p> <p>Routing Slip</p> <p>Fact-finding investigation report and endorsement</p>
15	Program Manager	Conduct initial review of draft report and endorsement	<p>Review initial draft of the fact-finding investigation report and endorsement and recommends approval</p> <p>*Refer back to Step 14 if with corrections</p>	Fact-finding investigation report and endorsement
16	PD	Approve fact-finding investigation report	If the fact-finding investigation and endorsement is acceptable, approve/sign the endorsement; otherwise, refer back to Steps 14 and 15	Fact-finding investigation report and endorsement
17	Records Officer- PO	Release fact-finding investigation report and	Assign control number	



# **QUALITY PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		endorsement	Stamp "RELEASED" with date and time of release and affix signature on the approved Fact-finding investigation Report and endorsement  Send approved Fact-finding investigation Report to the Regional Office	Fact-finding investigation Report and endorsement  Outgoing Communications Logbook
18	Records Officer - RO	Receive the fact-finding investigation	Stamp "RECEIVED" on the fact-finding investigation report with date and time of receipt and affix signature  Scan document and encode the details of the fact-finding investigation report in the Communication Tracking System (ComTrackS)  Forward to ORD Secretary	Fact-finding investigation report  ComTrackS / Incoming Communications Logbook
19	ORD Secretary	Receive the fact-finding investigation report	Attach routing slip to the fact-finding investigation report and forward to Regional Director  Record details of the Fact-finding investigation Report in Incoming Communications Logbook	Fact-finding investigation Report Routing Slip  Incoming Communications Logbook
20	Regional Director	Assign Fact-finding investigation report	Assign fact-finding investigation report to the Legal Officer and provide instructions in the routing slip	Fact-finding investigation Report Routing Slip
21	ORD Secretary	Forward Fact-finding investigation Report	Forward Fact-finding investigation Report to Legal Officer and record the date and time when delivered	Fact-finding investigation Report Routing Slip Outgoing Communications Logbook
22	Legal Officer	Prepare draft Fact-finding investigation Report	Prepare draft Fact-finding investigation Report  Forward draft Fact-finding investigation Report to ARD for review	Fact-finding investigation Report Routing Slip Draft Fact-finding investigation Report
23	ARD	Initial review of draft Fact-finding investigation Report	Conduct initial review of the draft Fact-finding investigation Report	Routing Slip Draft fact-finding investigation Report





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**QUALITY  
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
24	Legal Officer	Incorporate correction	Incorporate correction, if any.  Forward the draft Fact-finding investigation Report to ARD	Routing Slip Draft Fact-finding investigation Report
25	ARD	Final review of draft Fact-finding investigation Report and recommend approval	Conduct final review of the draft Fact-finding investigation Report  Recommend approval or revision  *if for approval, forward to RD *if for revision, go back to Step 19	Routing Slip Draft Fact-finding investigation Report
26	RD	Review and approve Compliance Report	If the Compliance Report acceptable, approve/sign the legal; otherwise, refer back to Steps 19 and 20	Routing Slip Fact-finding investigation Report
27	Legal Officer	Assign control number	Assign control number  Photocopy approved Fact-finding investigation Report and forward to Records Officer for release	Approved Fact-finding investigation Report
28	Records Officer	Release Fact-finding investigation Report	Stamp "RELEASED" with date and time of release and affix signature on the approved Fact-finding investigation Report  Send approved Fact-finding investigation Report to requesting party, copy furnished the endorsing party	Approved Fact-finding investigation Report  Outgoing Communications Logbook
29	Process Owner	Retain record	Retain all records generated in accordance with Control of Retained Documented Information Procedure and Master List of Records	Control of Retained Documented Information Procedure  Master list of Records



DILG REGION XIII (CARAGA)

# QUALITY PROCEDURE (QP)

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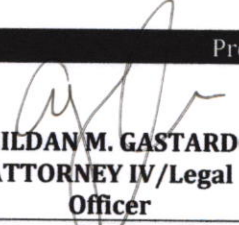
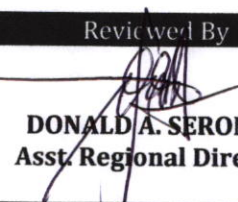
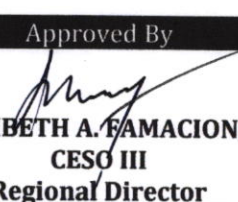
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Prepared By		Reviewed By	Approved By
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Process Owner	Division Chief/Next Higher Supervisor	Deputy QMR	Regional QMR





DILG REGION XIII (CARAGA)  
**QUALITY  
 OBJECTIVE (QO)**

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<b>DIVISION/FOU</b>	Office of the Regional Director - Legal
<b>QUALITY PROCEDURE TITLE</b>	<b>CONDUCT OF FACT-FINDING INVESTIGATION</b>

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
	To endorse complaint or request letter to concerned FOU for the conduct of fact-finding investigation within 5 working days from receipt	80%	Total number of complaints or requests for fact-finding investigation endorsed to concerned FOU within 5 working days from receipt / Total number of complaints or request received	Monthly	Legal Officer	<ul style="list-style-type: none"> <li>• Endorsement Letter to Concerned FOU</li> <li>• Complaint / Request Letter</li> <li>• PSL</li> </ul>



DILG REGION XIII (CARAGA)  
**QUALITY  
 OBJECTIVE (QO)**

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
	To formulate report and indorse to the Regional Office within 10 working days upon receipt of report from FOU	80%	Total number of formulated and endorsed report to the Regional Office within 10 working days upon receipt of the indorsement together with the complaint/request from the Regional Office /Total Number of reports formulated and endorsed	Monthly	Legal Officer	<ul style="list-style-type: none"> <li>• Endorsement from Provincial Office to Local Government Operations Officer</li> <li>• Endorsement from Local Government Operations Officer to Provincial Office</li> <li>• Endorsement from Provincial Office to Regional Office</li> <li>• Fact-finding investigation report from FOU</li> <li>• PSL</li> </ul>





DILG REGION XIII (CARAGA)  
**QUALITY  
OBJECTIVE (QO)**

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
	To render report or reply to referring entity and/or complainant within 5 working days from receipt of FOU's report	80%	Total number of reports rendered to referring entity and/or complainant within 5 working days from receipt of FOU's report / Total number of reports received from FOU	Monthly	Legal Officer	<ul style="list-style-type: none"><li>• Report or reply Letter to referring entity or complainant /s</li><li>• Fact-finding investigation report from FOU</li><li>• PSL</li></ul>

Prepared By	Reviewed By	Approved By
 <b>EMILDAN M. GASTARDO</b> Attorney IV / Legal Officer	 <b>DONALD A. SERONAY</b> Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>



DILG REGION XIII (CARAGA)

# **PROCESS QUALITY MONITORING AND EVALUATION (QME)**

Document Code		
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<b>DIVISON/FOU</b>		Office of the Regional Director –Legal												
<b>PROCEDURE TITLE</b>		<b>CONDUCT OF FACT-FINDING INVESTIGATION</b>												
<b>OBJECTIVE STATEMENT</b>		1. To endorse complaint or request letter to concerned FOU for conduct fact-finding investigation within 5 working days from receipt 2. To formulate the Investigation Report in the FOU level within a period of 10 days. 3. To render report or reply to referring entity and/or complainant within 5 working days upon receipt of report from FOU												
<b>CURRENT PERIOD</b>														
<b>INDICATORS</b>		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
1. <b>Objective 1:</b> 80% of complaint or request letter endorsed to concerned FOU for conduct fact-finding investigation within five working days from receipt.														
A	Total number of complaints or requests for fact-finding investigation endorsed to concerned FOU within 5 working days from receipt													
B	Total number of complaints or request received													
C	Formula: $\frac{A}{B} \times 100$ Target Result: 80%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
<b>Objective 2:</b> 80% of Investigation Report in the FOU level within a period of 10 days.														
A	Total number of reports formulated by the concerned FOU within 10 working days from receipt													
B	Total number of reports formulated													
C	Formula: $\frac{A}{B} \times 100$ Target Result: 80%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
<b>Objective 3:</b> 80% of report or reply to referring entity and/or complainant made within 5 working days upon receipt of report from FOU														
A	Total number of complaints or requests for fact-finding investigation endorsed to Requesting/Indorsing Party within 5 working days from receipt of report from FOU													
B	Total number of complaints or request indorsed													





DILG REGION XIII (CARAGA)

## PROCESS QUALITY MONITORING AND EVALUATION (QME)

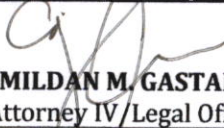
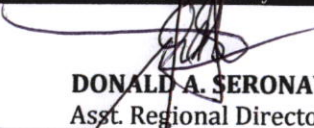
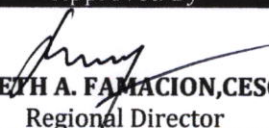
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C	Formula: $\frac{A}{B} \times 100$	Target result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													

**Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by the DILG-XIII Deputy QMR.**

Prepared By	Reviewed By	Approved By
 <b>EMILDAN M. GASTARDO</b> Attorney IV / Legal Officer	 <b>DONALD A. SERONAY</b> Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>



DILG REGIONXIII (CARAGA)

## **Conduct of Fact-Finding Investigation Process Summary Logsheets (PSL)**

Document Code

FM-QP-R13-ORD-39-01A

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**QUALITY OBJECTIVE:**

1) To endorse the Complaint or Request to the concerned FOU for fact-finding investigation within 5 working days from receipt.

**FREQUENCY OF MONITORING:** Monthly

**COVERED PERIOD:**

**Due Date of Submission:**

**Legend:**

No.	Control No.	Requesting Party	Date of request	Date received by RO Records Officer / Date Received by Legal Officer	Date of Endorsement /Date of Actual Release of Endorsement	Objective Result			Remarks/Particulars
						Met	Unmet	Remarks, if unmet	
1									
2									
3									
4									
5									

Total  
Result

Prepared By

**EMILDAN M. GASTARDO**

Attorney IV /Legal Officer

Process Owner

Noted By

**DONALD A. SERONAY**

Asst. Regional Director

Regional QMR





DILG REGION XIII (CARAGA)

## **Conduct of Fact-Finding Investigation Process Summary Logsheet (PSL)**

Document Code

**FM-QP-R13-ORD-39-01B**

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**QUALITY OBJECTIVE:**

1) To formulate the Investigation Report in the FOU level within a period of 10 days.

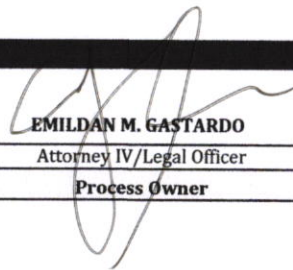
**FREQUENCY OF MONITORING:** Monthly

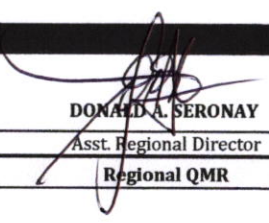
**COVERED PERIOD:**

**Due Date of Submission:**

**Legend:**

No.	Control No.	Requesting Party	Date of request	Date received by PO Records Officer / Date Received by PM	Date of Endorsement /Date of Actual Release of Endorsement to LG00	Date of Receipt of Report from FOU by PO Records Officer/Date Received by PM	Date of FFI Report / Date of Actual Release of FFI Report	Objective Results			Remarks/Part iculars
								Met	Unmet	Remarks, if unmet	
1											
2											
3											
4											
5											
Total Result								0	0	0	

Prepared By
 <b>EMILDAN M. GASTARDO</b>
Attorney IV/Legal Officer
<b>Process Owner</b>

Noted By
 <b>DONALD A. SERONAY</b>
Asst. Regional Director
<b>Regional QMR</b>



DILG REGION XIII (CARAGA)

## **Conduct of Fact-Finding Investigation Process Summary Logsheet (PSL)**

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**QUALITY OBJECTIVE:**

1) To render report or reply to referring entity and/or complainant within 5 working days upon receipt of report from FOU.

**FREQUENCY OF MONITORING:** Monthly

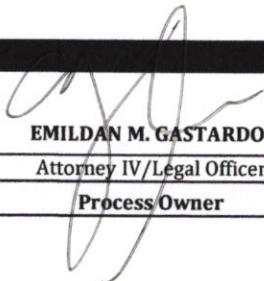
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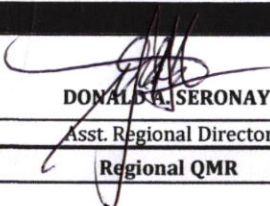
**Due Date of Submission:**

**Legend:**

No.	Control No.	Requesting Party	Date of request	Date of Receipt of Report from FOU by RO Records Officer/Date Received by Legal Officer	Date of FFI Report / Date of Actual Release of FFI Report	Objective Results			Remarks/Particulars
						Met	Unmet	Remarks, if unmet	
1									
2									
3									
4									
5									

Total  
Result

Prepared By

<b>EMILDAN M. GASTARDO</b>
Attorney IV/Legal Officer
<b>Process Owner</b>

Noted By

<b>DONALD A. SERONAY</b>
Asst. Regional Director
<b>Regional QMR</b>





Document Code		
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Republic of the Philippines  
Department of the Interior and Local Government  
Region 13 (Caraga)

MEMORANDUM

TO : DILG-Provincial Director

FROM : LILIBETH A. FAMACION, CESO III  
Regional Director, DILG-CARAGA

SUBJECT : FACT-FINDING INVESTIGATION

CONTROL NUMBER :

DATE :

This refers to the attached Letter of \_\_\_\_\_, relative to his/her complaint against \_\_\_\_\_, other details of which are specified therein.

The issue/s presented in the complaint are/is as follows;

1. \_\_\_\_\_
2. \_\_\_\_\_

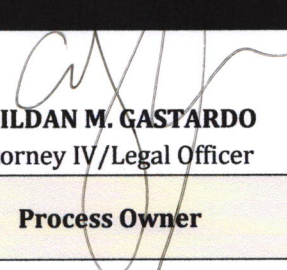
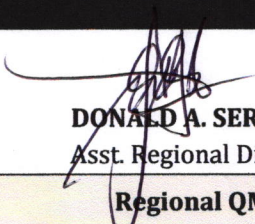
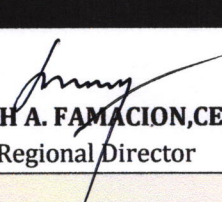
Kindly **verify/validate** the above issue/s and submit your **report and recommendations** to this level within **Ten (10) days** from receipt of hereof.

On account thereto, the following documents are hereby endorsed;

1. Complaint
2. Complaint's Annexes

For communication tracking purposes, please use the **required forms**.

Thank you and Warm Regards.

Prepared By	Reviewed By	Approved By
 <b>EMILDAN M. GASTARDO</b> Attorney IV/Legal Officer	 <b>DONALD A. SERONAY</b> Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>

"Matino, Mahusay at Maaasahan"



Document Code		
<b>FM-QP-R13-ORD-39-03</b>		
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Republic of the Philippines  
**Department of the Interior and Local Government**  
Region 13 (Caraga)

**MEMORANDUM**

**TO** : Local Government Operations Officer

**FROM** : Provincial Director

**SUBJECT** : **FACT-FINDING INVESTIGATION**

**CONTROL NUMBER** :

**DATE** :

This refers to the attached **Memorandum** of Regional Director Lilibeth A. Famacion, CESO III, dated \_\_\_\_\_, relative to the complaint of \_\_\_\_\_ against \_\_\_\_\_.

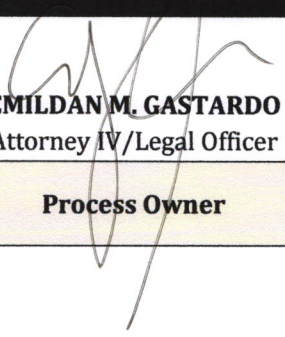
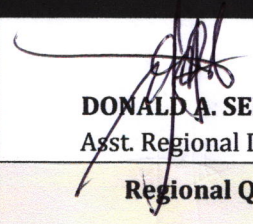
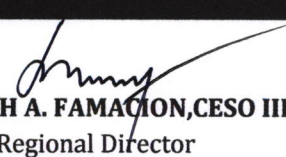
Kindly **verify/validate** the stated **issue/s** and submit your **report and recommendations** to this level within **Seven (7) days** from receipt of hereof.

On account thereto, the following documents are hereby endorsed;

1. Memorandum from RO
2. Complaint
3. Complaint's Annexes

For communication tracking purposes, please use the **required forms**.

Thank you and Warm Regards.

Prepared By	Reviewed By	Approved By
 <b>EMILDAN M. GASTARDO</b> Attorney IV/Legal Officer	 <b>DONALD A. SERONAY</b> Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>

**"Matino, Mahusay at Maaasahan"**





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Republic of the Philippines  
**Department of the Interior and Local Government**  
Region 13 (Caraga)

**TRANSMITTAL**

**TO** : DILG-Provincial Director

**FROM** : Local Government Operations Officer

**SUBJECT** : **FACT-FINDING INVESTIGATION REPORT**

**CONTROL NUMBER** :

**DATE** :

This refers to the **Memorandum** of Regional Director Lilibeth A. Famacion, CESO III, relative to the complaint of \_\_\_\_\_ against \_\_\_\_\_.

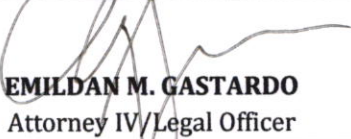
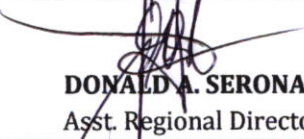

After verification/investigation, I hereby respectfully transmit the following;

1. Fact-Finding Investigation Report
2. Relevant evidences gathered

As recommendation, the following actions should be taken:

- a. Issue Number 1
- b. Issue Number 2
- c. Issue Number 3

Thank you and Warm Regards.

Prepared By	Reviewed By	Approved By
 <b>EMILDAN M. GASTARDO</b> Attorney IV/Legal Officer	 <b>DONALD A. SERONAY</b> Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>

**"Matino, Mahusay at Maaasahan"**



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Republic of the Philippines  
**Department of the Interior and Local Government**  
Region 13 (Caraga)

**FACT-FINDING INVESTIGATION REPORT**


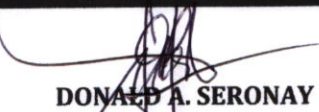
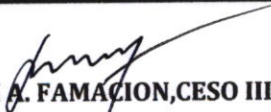
**CONTROL NUMBER:**

**COMPLAINANT:**

**PERSON COMPLAINED OF:**

**FACTS ESTABLISHED:**

- a. **First Issue**
- b. **Second Issue**
- c. **Third Issue**

Prepared By	Reviewed By	Approved By
 <b>EMILDAN M. GASTARDO</b> Attorney IV/Legal Officer	 <b>DONALD A. SERONAY</b> Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>

**"Matino, Mahusay at Maaasahan"**





Document Code		
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Republic of the Philippines  
**Department of the Interior and Local Government**  
Region 13 (Caraga)

**TRANSMITTAL**

**TO :** **LILIBETH A. FAMACION, CESO III**  
Regional Director, DILG-CARAGA

**FROM :**  
DILG-Provincial Director

**SUBJECT :** **FACT-FINDING INVESTIGATION REPORT**

**CONTROL NUMBER :**

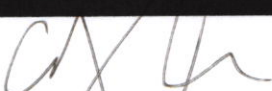
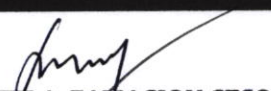
**DATE :**

This refers to the **Memorandum**, dated \_\_\_\_\_, relative to the complaint of \_\_\_\_\_ against \_\_\_\_\_.

As a result of verification/investigation, I hereby respectfully transmit the following documents;

1. Fact-Finding Investigation Report
2. Transmittal From the MLGOO
3. Relevant evidences gathered

Thank you and Warm Regards.

Prepared By	Reviewed By	Approved By
 <b>EMILDAN M. GASTARDO</b> Attorney IV/Legal Officer	 <b>DONALD A. SERONAY</b> Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>

**"Matino, Mahusay at Maaasahan"**