



16 January 2019

MEMORANDUM NO. 21

Series of 2019

To: Formal Investigation Committee on Administrative Case No. 38 or the Formal Charge against Ms. Wenifreda T. Oclinaria

Chairperson
Members

Dr. Feliciano G. Sinon

Dr. Lilian B. Nunez

Dr. Moises Neil V. Serioño

Dr. Berta C. Ratilla

Ms. Ma. Teresa A. Cruz

Ms. Asteria A. Sevilla

Ms. Jenefer B. Jayme

SUBJECT: Proceed to conduct Formal Investigation

1. The counsel of Ms. Wenifreda T. Oclinaria, Atty. René Allan G. Jervoso, notified the university in his Motion with Manifestation dated September 14, 2018, that the respondent manifested that she elected a formal investigation to be made on the Administrative Case No. 38 for Grave Misconduct, Serious Dishonesty, Gross Negligence, and Gross Conduct Prejudicial to the best interest of the University, filed against her.
2. The Formal Investigation Committee submitted a recommendation to this office that Civil Service Commission will be topped to handle the case as provided for in Sec. 117 of the Revised Rules of Administrative Cases in the Civil Service, to wit: "Section 117. Deputation by CSC of other lawyers".
3. The university had requested Civil Service Commission – Reg. VIII to avail of their services in conducting the formal investigation of the said case, however, said request was not granted.
4. While the administration recognizes your struggle as members of the formal investigation committee having inadequate knowledge on laws and procedures to handle such cases, it also deeply appreciates your acceptance and dedication to this responsibility.
5. Anent to this, you are hereby requested to proceed the conduct of formal investigation on this administrative case. For guidance in the conduct on formal investigation, please refer to Rule No. 8 (Formal Investigation) of the Civil Service Commission's "Revised Rules on Administrative Cases in the Civil Service".
6. Finally, you are required to submit to this office within fifteen (15) days after the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendations. The complete records of the case shall be attached to the report of investigation.

For your action.

EDGARDO E. TULIN
President

Cc: Atty. Rysan C. Guinocor – Legal Counsel