

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Complainant,

-versus- A.D. No. \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Respondent,

x- - - - - - - - - - - - - - - - - - - -x

NOTICE OF PRE-HEARING CONFERENCE

Pursuant to Sec. 23 of DepEd Order No. 49, series of 2006, you are hereby ordered to attend the pre-hearing conference on (Date) at (Time), to appear, consider and agree on the following:

1. Submission of case for resolution based on position paper/memoranda of the parties without any need for further hearings;
2. Stipulation of facts;
3. Simplification of issues;
4. Waiver of objection to admissibility of evidence;
5. Limiting number of witnesses and their name;
6. Dates of subsequent hearings; and
7. Such other matters as may aid in the prompt and just resolution of the case.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the Schools Division Office of Batanes, Brgy. Kaychanarianan, Basco, Batanes.

SDO-\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (date).

FIC Member FIC Member

FIC CHAIRMAN

Copy furnished:

The Records Section

SDO-Batanes

(Name)

Complainant

(Address)

By registered mail per RE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

(Name)

Respondent

(Address)

By registered mail per RE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)