



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

March 02, 2026

DIVISION MEMORANDUM

NO. 103, s.2026

**DIVISION CAPACITY BUILDING FOR SCHOOL HEADS ON THE 2025 REVISED
RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors and OIC-PSDS's
All Elementary and Secondary School Heads
All Other Concerned

1. In line with the Department of Education's continuing efforts to strengthen administrative accountability and ethical governance, this Office hereby announces the conduct of the Division Capacity Building for School Heads on the 2025 Revised Rules on Administrative Cases in the Civil Service (RACCS) on March 09, 2026 in Sorsogon Cultural Center for the Arts, Cabid-an, Sorsogon City.
2. This aims to equip School Heads with updated knowledge on the 2025 RACCS, enhance their understanding of administrative due process, and strengthen integrity, fairness, accountability in the handling of administrative cases at the school level.
3. The School Governance and Operations Division (SGOD) shall oversee the implementation of the activity. Participants in this activity are the Top Management, 531 School Heads, 11 Unit/Section Heads, and 5 members of the Technical Working Group.
4. Travel expenses and other incidental expenses incurred shall be charged against the Local Fund or School MOOE, subject to the usual accounting and auditing rules and regulations.
5. For information, guidance, and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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