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| **IN RE: …….**  x---------------------------------x |  | Date: <Date> |
| TO: **SCHOOL HEAD**  <School Name>  <School Address>  **THRU: <SDS NAME>**  Schools Division Superintendent  Schools Division Office of <City or Province> | | |
| This is to inform you that this Office received a concern/inquiry from Public Assistance Action Center (PAAC) of the DepEd Central Office. <Summary of Concern>  Attached is the electronic communication from PAAC for your reference.  For this Office to be better enlightened as to the allegations/concern against the personnel/school/office, you are hereby directed to answer the following questions within 72 hours from receipt hereof.   1. What is your comment/answer on the allegations/questions/ concern/inquiry in the complaint/letter? 2. Do you have pieces of evidence to support your comment/answer? If yes, what is it? You may attach copy of what you are referring when sending back this form. 3. Do you attest to the truthfulness of the foregoing comment/answer? 4. If yes, please write your name and affix your signature above your name below. If no, why? | | |
| Please resend this form with your attached answers and other supporting documents to [pac.ro4a@deped.gov.ph](mailto:pac.ro4a@deped.gov.ph). Please take note that the Regional Public Assistance Team of the regional office shall be monitoring your compliance with this form and your failure to resend this form will be interpreted as your waiver of your chance to answer/comment on the allegations against you. Moreover, your answer/comment shall be used as reference for future action of this Office.  Very truly yours,  Very truly yours,  **<REGIONAL DIRECTOR>**  Regional Director | | |