



**Center for Labor Education, Advocacy,
Research and Development, Inc.
(CLEARED, Inc.)**

Invites you to the Seminar – Workshop on:

TARGETED PARTICIPANTS:

- Designed for Supervisors involved in the Investigation Process
- HR-Employee Relations Department Staff
- Members of the Grievance Committee, Committee on Decorum and Investigation (per Anti-Sexual Harassment Law, Drug Free Workplace), and the Social Compliance Teams under SA 8000 or other Social Compliance Standards

SEMINAR FEE:

The registration fee for the seminar is Five Thousand Pesos (P 5,000.00)

Which will cover:

- Lunch
- Snacks
- Handouts
- Certificate of Completion

Payment should be made to
CLEARED, Inc.

RESERVATIONS AND INQUIRIES:

Please call
Jerowin or Vhel at telefax
(02) 928-9206

You can also email at
cleared_inc3@yahoo.com

Note:

Seminar reservation is expected. We, however, reserve the right to postpone or cancel the training program as we see fit.

**CENTER FOR LABOR EDUCATION, ADVOCACY
RESEARCH AND DEVELOPMENT, INC.**
School of Labor and Industrial Relations
University of the Philippines
Diliman, Quezon City, 1101



CONDUCTING ADMINISTRATIVE INVESTIGATION

March 23-24, 2010

9:00 am – 5:00 pm

Bonifacio Hall

U.P. SOLAIR

Diliman, Quezon City

CLEARED, Inc.

Room 104, U.P. - SOLAIR

Diliman, Quezon City

Tel. Nos: 928-9206 (CLEARED, Inc.)

Website: www.cleared.com.ph

The Center for Labor Education, Advocacy, Research and Development, Inc. (CLEARED, Inc.) is pleased to announce its offering on:

CONDUCTING ADMINISTRATIVE INVESTIGATION

DATE AND VENUE:

March 23-24, 2010, Bonifacio Hall
UP SOLAIR, Diliman, Quezon City

Social compliance and other quality standards are a must in this globalized and competitive age. Conducting administrative investigation of employee infractions that may lead to employee termination is among these social compliance standards.

We are featuring experienced academicians and practitioners who have been conducting this seminar-workshop among global companies in the Philippines.

In addition to discussions on the legal processes in investigation, they will facilitate case studies through group discussions and role playing.

PROGRAMME:

Day 1
8:00-9:00 am Registration of Participants

9:00-5:00pm

- > Introduction to the Course
- > Kinds/Types of Investigation
- > Purposes and Importance of Investigation
- > Investigation as a Vehicle for a Harmonious Work Relations
- > Characteristics of a Good Investigation
- > No-No's in Conducting Investigation
- > Appreciation on Evidence- Primary and Secondary
- > The Role of the Investigator/Investigating Panel
- > Stages and Steps in Administrative Investigation
- > Writing the Formal Charge/Show Case Memo and Investigation Report
- > Parts of an Investigation Report
 - Authority
 - Purpose/History of the Case
 - Facts of the Case (Evaluation of Evidence)
 - Discussions
 - Findings & Recommendations

Lecturer/Facilitator: Atty. Nick B. Barriatos

- > Lecturette on Communications and Technical Writing
- > Exercises on Brainstorming and Documentation
- > Exercises on Conducting Investigation, Gathering Verifying Data and Preparing Reports/Documents: Incident Report; Affidavit and other Evidences Annexes (e.g., Certificates, Record of Employment); Investigation Report; Disciplinary Action, Report; etc.)
- > Groupings ad assignment in the role playing activities

Lecturer/Facilitator: Prof. Jorge V. Sibal

Day 2

9:00-5:00pm

Workshop and Role Playing in Conducting Investigation
The participants in work groups will be tasked to work on three cases- "Minor Offense", "Terminable Offense" and "Sexual Harassment Offense." Computers will be provided per group.

Facilitators: Prof. Jorge V. Sibal and Atty. Nick B. Barriatos

www.geocities.com/sibal_jorge/investigation.html

RESERVATION/CONFIRMATION SLIP

SEMINAR / WORKSHOP ON CONDUCTING ADMINISTRATIVE INVESTIGATION

March 23-24, 2010

TO: CLEARED, INC.

Fax No.: (+632) 928-9206

We are interested in attending this seminar/program, Please consider this as our reservation/confirmation.

Name: 1) _____

2) _____

3) _____

4) _____

Organization/Company: _____

Tel No/s.: _____

Fax No.: _____

Sender: _____

RESERVATION/CONFIRMATION SLIP