PRESCRIBING UNIFORM PROCEDURE TO BE FOLLOWED IN THE INVESTIGATION OF ADMINISTRATIVE CASES

EXECUTIVE ORDER NO. 276, May 26, 1940

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For the purpose of uniformity in the investigation of administrative charges against government officers and employees, and supplementing the provisions of Executive Order Numbered thirty-nine, dated June twenty-three, nineteen hundred and thirty-six, the following procedure governing the conduct of such investigation is hereby prescribed:

> (1) The respondent must be notified in writing of the charges against him by the head or chief of the bureau or office concerned, informing him that he will be heard on said charges on a given date if he so elects, and shall be allowed within a period of not less than seventy-two hours after receipt thereof to submit a detailed answer to the same together with whatever written evidence he may desire to present in support of his side of the case.
>
> (2) If he elects to be heard on said charges, a hearing will be held wherein he will be given opportunity to defend himself personally or by his counsel: Provided, however, That in all cases the investigation shall be finished within fifteen days.
>
> (3) The complete record of the case, with comment and recommendation, shall be forwarded through the usual channels to the Commissioner of Civil Service within ten days after the termination of the investigation.

Done at the City of Manila this 26th day of May in the year of Our Lord, nineteen hundred and forty, and of the Commonwealth of the Philippines, the fifth.

(Sgd.) MANUEL L. QUEZON
President of the Philippines

By the President:

(Sgd.) JORGE B. VARGAS
Secretary to the President

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