

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 370
PRESCRIBING A UNIFORM PROCEDURE FOR THE INVESTIGATION OF ADMINISTRATIVE
CASES AND REVOKING EXECUTIVE ORDER NO. 276.

For the purpose of uniformity in the investigation of administrative charges against government officers or employees, and supplementing the provisions of Executive Order No. 39, dated June 23, 1936, the following procedure governing the conduct of such investigation is hereby prescribed:

(1) Administrative proceedings may be commenced against a government officer or employee by the head or chief of the bureau or office concerned motu proprio or upon complaint of any person which shall be subscribed under oath by the complainant: Provided, That if a complaint is not or cannot be sworn to by the complainant, the head or chief of the bureau or office concerned may, in his discretion, take action thereon if the public interest or the special circumstances of the case so warrant.

(2) The respondent must be notified in writing of the charges against him by the head or chief of the bureau or office concerned and shall be allowed 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. He shall also be advised that if he so elects, a formal investigation of the charges will be made on a given date.

(3) If the respondent elects to be heard on the said charges, a hearing will be held wherein he will be given opportunity to defend himself personally or by counsel: Provided, however, That in all cases the investigation shall be finished within fifteen days, unless this period is specifically extended by the President.

(4) The complete record of the case, with comment and recommendation, shall be forwarded through the asked channels to the Commissioner of Civil Service within fifteen days after the termination of the investigation, unless this period is specifically extended by the President.

It shall be the duty of the Commissioner of Civil Service to see to it that the provisions of this Order are strictly adhered to in all cases of administrative investigations.

The foregoing procedure, except that provided in paragraph (4), shall also be followed whenever not inconsistent with existing law and in so far as it may be practicable, in administrative cases against government officers and employees who do not fall under the provisions of Commonwealth Act No. 598.

Executive Order No. 276, dated May 26, 1940, is hereby revoked.

Done at the City of Manila, this 29th day of September, in the year of our Lord, nineteen hundred and forty-one, and of the Commonwealth of the Philippines, the sixth.

(SGD.) MANUEL L. QUEZON

By the President:
(SGD.) JORGE B. VARGAS
Secretary to the President

Source: Presidential Museum and Library

Office of the President of the Philippines. (1941). [*Executive Order Nos.: 335 - 400*]. Manila: Presidential Museum and Library.