

**[ PPC CIRCULAR NO.97-29, September 01, 1997 ]**

**AMENDED DEVOLUTION OF FUNCTIONS AND RESPONSIBILITIES  
IN THE CONDUCT OF ADMINISTRATIVE DISCIPLINE AND  
PROCEDURE**

Pursuant to Board Resolution Nos. 96-125 and 96-126 dated 19 September 1996, approving the deployment of Postal Inspectors to the Regions and as an amendment to Circular No. 97-26 dated July 9, 1997, the following functions and responsibilities in the conduct of administrative discipline are hereby devolved to the Regional Managers and their Regional Legal Officer and Postal District Managers, to wit:

1. Fact Finding Investigation

1.1 Investigate matters involving disciplinary action against officers and employees with Salary Grade 23 and below. The grounds for disciplinary action are provided for in Sec. 1, Rule V of PPC's Disciplinary Rules and Procedures

1.2 In cases of complaints against officers and employees with Salary Grade 24 and above but below the rank of Regional Manager, the investigation shall be conducted by the Postal Inspectors in the Office of the Postmaster General, Central Office.

1.3 The Postal District Managers concerned shall motu proprio conduct an investigation of complaints/information received in their jurisdictional district. The fact-finding investigation report shall be submitted to the Regional Manager, a copy shall be furnished the Postmaster General at the same time that the original report is submitted to the Regional Manager.

2. Formal Charge

2.1 Upon receipt of the fact-finding investigation report, the Regional Legal Officer shall evaluate the evidence both documentary and testimonial to find out if a prima facie case exists against the respondent officer or employee with Salary Grade 23 and below to warrant the filing of a formal charge.

2.2 If a prima facie case exists against the respondent officer or employee, a formal charge shall be prepared for signature of the Regional Manager, copy furnished the Office of the Postmaster General.

2.3 If the officer or employee involved in the investigation carries salary Grade 24 and above, the fact-finding investigation report shall be submitted to the Office of the Postmaster General which shall evaluate the sufficiency of evidence to warrant the filing of a formal charge.

3. Preventive Suspension