



OFFICE OF THE CHANCELLOR
UNIVERSITY OF THE PHILIPPINES MANILA

8/F RCB Philippine General Hospital, Taft
Avenue, Manila 1000, Philippines

IN RE – ADT CASE NO. UPM-AC FC – 202_-00__

For: __

[Rule 10, Sec. 50 (__) (__), 2017 RACCS

- versus -

NAME,

Position, SG __

College of __, UP Manila

Respondent.

X-----X

FORMAL CHARGE

After Preliminary Investigation duly conducted by the UP Manila Legal Office following the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), a *prima facie* case has been found to exist against you for __ punishable under Rule 10, Sec. 50 (__) (__), 2017 RACCS committed as follows:

“That you, __, (narrate facts regarding violation).

Such acts constitute a <name of violation> punishable under Section 50, __ (__) of Rule 10 of the 2017 RACCS.”

WHEREFORE, you are hereby directed to:

1. File an answer in writing and under oath¹ to the charge mentioned above within 10 days from receipt of this Formal Charge.
2. State in your answer your full name, complete residence address, material facts, applicable laws, original or certified true copies of documentary evidence, and the sworn statements of your witnesses, if any.

¹ notarized or sworn before a government official authorized to administer oaths. A template of an affidavit (sworn statement) can be downloaded on the UPM Legal Office website: <https://legal.upm.edu.ph/legal-forms>

3. Indicate in your answer whether or not you are demanding a formal investigation of the case.

Failure or refusal to file an answer to the formal charge within the given period shall be considered a waiver to submit the same, and the case shall be decided based on available records.

A counsel of your choice can assist you in every stage of the proceedings.

Under Section 25 of the 2017 RACCS, requests for clarification, bills of particulars, motions to dismiss, motions to quash, motions for reconsideration, and motions for extension to file answer are prohibited pleadings. These shall be noted without action and attached to the case records.

UP Manila, date.

CARMENCITA D. PADILLA, MD, MAHPS
Chancellor, UP Manila

Copy Furnished:

Complainant/Witnesses

Name

Respondent

Name