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MEMORANDUM

FOR: **ALL DEPUTY COMMISSIONERS
ALL DISTRICT AND SUB-PORT COLLECTORS
ALL SERVICE DIRECTORS
ALL EMPLOYEES
ALL OTHERS CONCERNED**

FROM: **REY LEONARDO B. GUERRERO**  BOC-02-02079
Commissioner *l* JUN 25 2020

SUBJECT: **VIDEO CONFERENCE HEARINGS OF ADMINISTRATIVE CASES
UNDER FORMAL INVESTIGATION**

DATE: 15 June 2020

Relative to OCOM Memo No. 54-2020 in relation to OCOM Memo No. 89-2020 Re: Conduct of Hearings in All Forfeiture Proceedings under CMO 04-2018 in Light of COVID-19 Travel Restrictions, suspending the actual face-to-face seizure and forfeiture proceedings, as well as the extension thereof contained in a Memorandum dated 02 June 2020, all actual face-to-face hearings in formal investigations of administrative cases are likewise suspended and shall remain effective until the State of Public Health Emergency is lifted, subject to the following rules:

1. In lieu of actual face-to-face hearings, the conduct of formal investigations shall be done via video conferencing. For this purpose, as all employees are provided with Microsoft Office 365, the Outlook application for the employees' official email accounts, and the Teams application shall be used to host the videoconference proceedings.
2. Hearing Officers are enjoined to give due notice to all parties on the conduct of videoconference hearings. Parties are encouraged to take the testimony of the witness via judicial affidavits or duly subscribed written statements, subject to additional direct and cross-examination questions. Said documents and affidavits must be received by the Hearing Officer through electronic submission in accordance with the Rules on Electronic Evidence, at least three (3) days prior to the scheduled videoconferencing hearing.

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3. At any stage of the proceedings, the parties may, based on their mutual consent, submit position paper/memorandum and consider the case submitted for decision without any need for further hearings.

For strict compliance.