

**[ GTEB MEMORANDUM NO. 89-35, August 09,  
1989 ]**

**REVISED RULES OF PROCEDURE FOR CONDUCT OF  
ADMINISTRATIVE PROCEEDINGS**

[Herein below] are the Revised Rules of Procedure to be followed in the conduct of administrative hearings before the Board.

The said Rules shall take effect five (5) days from date hereof.

Adopted: 9 Aug. 1989

**(SGD.) GLORIA M. ARROYO**

*Undersecretary, DTI*

*Executive Director*

**REVISED RULES OF PROCEDURE = ADMINISTRATIVE CASES**

**I**

All cases which would require the issuance of a Show-Cause Letter to the firm should be forwarded to the Audit and Inspection Division for preliminary investigation.

**II**

After an audit/investigation on a garment firm has been conducted, the Audit and Inspection Division prepares a Report/Memorandum addressed to the Deputy Director, detailing therein all the findings. If the audit is adverse, a Show-Cause Letter shall be issued to the firm. If the findings are not adverse, the firm shall likewise be notified in writing.

**III**

The Show-Cause Letter shall require the garment firm to explain under oath the findings of the Audit and Inspection Division within the inextendible period of five (5) working days from receipt of the Show-Cause Letter.

**IV**

The Audit and Inspection Division evaluates the explanation given by the garment firm and makes a Summary Report. The Summary Report together with the working papers and documents gathered during the audit will then be forwarded to the Legal Division. If no reply is received from the firm after the lapse of the deadline, a Summary Report will also be prepared and forwarded to the Legal Division together with the working papers and documents gathered during the audit.