



MARITIME INDUSTRY AUTHORITY

**TERMS OF REFERENCE (TOR)
FOR THE PROCUREMENT OF A RESOURCE PERSON FOR THE TRAINING
ON ADMINISTRATIVE INVESTIGATION
23-25 November 2017.**

RATIONALE

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), wishes to invite quotations from interested entities to provide the MARINA-STCWO one (1) highly technical Resource Person for the conduct of a three (3) day live-in "TRAINING ON ADMINISTRATIVE INVESTIGATION" which will be held on 23-25 November at a suitable venue in Metro Manila.

The objective of this training is to provide participants the knowledge and tools to manage effective administrative investigations. Also this training will help the participants involved in an administrative investigation understand their rights and know the procedures to help avoid delays and grievances.

TRAINING OUTCOME

At the end of the training, the participants should be able to:

1. Understand the rights and responsibilities of the parties during the administrative investigation and disciplinary interview processes
2. Differentiate between criminal and administrative investigations
3. Know the steps to use when conducting a basic or preliminary administrative investigation
4. Prepare oral and written reports for use in administrative investigations
5. Role of your servicing personnel office in an administrative investigation
6. Have knowledge on the process to handle complaints and determine whether to:
 - a. Initiate investigative activity
 - b. Refer to another appropriate authority
 - c. Take no further specific investigative action



