



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Office of the Schools Division
Superintendent



6 February 2024

DIVISION MEMORANDUM
No. 37 s. 2024

COMPOSITION OF THE SCHOOLS DIVISION GRIEVANCE COMMITTEE

To: Schools Division Office Personnel
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School heads
All Others Concerned

1. Pursuant to DepEd Order No. 35, s. 2004 entitled “Revision of the Grievance Machinery of the Department of Education”, the grievance machinery shall refer to a workable system for determining or providing the best way to remedy specific cause/causes of the grievance. It is intended to help promote wholesome and desirable employee relations in the department and to prevent employee discontent and dissatisfaction. The machinery shall aim to:

- a. activate and strengthen the Department's grievance machinery;
- b. settle grievances at the lowest possible level in the Department; and
- c. provide a catalyst for the development of capabilities of personnel to settle disputes.

2. The following shall be the composition of the Schools Division Grievance Committee including its Secretariat:

	NAME	POSITION
Chairman	Fernando C. Macaraig	ASDS
Member (AD HOC - <i>District Supervisor/Chair/Coordinator of the district where the grievance originated</i>)		
Member (<i>The President of the Schools Division Teachers Association or his or her designated representative.</i>)	Apollo C. Sebello	OIC – School Head
Secretariat	Sara M. Rey	AO II
Secretariat	Jessica J. Del Rosario	ADAS III

3. The SDO Grievance Committee shall have original jurisdiction over grievances of employees in the Division. It shall have the appellate jurisdiction over grievances that were not resolved in the District Grievance Committee.



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4. In addition to finding the best way to address specific grievance, the committee shall have the following responsibilities:
- a. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties;
 - b. Develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted at least once every quarter, "talakayan", counselling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes;
 - c. Conduct continuing information drive on the Grievance Machinery among officials and employees;
 - d. Conduct dialogue between and among the parties involved;
 - e. Direct documentation of the grievance including the preparation and signing of written agreement reached by the parties involved;
 - f. Issue final certification on the Final Action of the Grievance (CFAG) which shall contain, among other things, the history and final action taken by the agency on the grievance;
 - g. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission concerned.
5. Immediate dissemination of this Memorandum is directed.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

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07 FEB 2024

Encl: None

Reference: DepEd Order No. 35, s. 2004

To be indicated in the Perpetua Index under the following subjects:

GUIDELINES POLICY
OFFICIALS

RJS/DM- composition of the SDO grievance committee 0000/February 6, 2024