



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 July 2026

DIVISION MEMORANDUM
No. **504** s. 2026

RECONSTITUTION OF THE DIVISION GRIEVANCE COMMITTEE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
All Others Concerned

1. In compliance to DepEd Order No. 35, s. 2004, titled **Revision of the Grievance Machinery of the Department of Education**, this Office hereby issues the reconstitution and responsibilities of the Division Grievance Committee effective immediately.

2. The Division Grievance Composition are as follows:

Over-all Chairperson	CELEDONIO B. BALDERAS JR. Schools Division Superintendent
Alternate Chairperson	HERBERT D. PEREZ Assistant Schools Division Superintendent
Members	IMELDA C. RAYMUNDO Chief Education Supervisor, SGOD
	EDWIN R. RODRIGUEZ Chief Education Supervisor, CID
	CONRADO C. GABARDA Administrative Officer V
	JOY B. GO School Principal IV Representative – Division School Heads Association
	SIGRID F. TIBORDO Master Teacher I Representative – Division Teachers Association

3. The Division Grievance Committee shall perform the following:

- a) Establish its own procedure 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 an 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 the documentation of the grievance including the preparation and signing of written agreements readied by the parties involved.
 - f) Issue final Certification on the Final Action on 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 Regional Office concerned.
4. School Head and Teacher representative for the Division Grievance Committee will be part of the grievance proceedings depending on the position of the parties.
5. All schools must establish their grievance committee with the following composition:
- a) Principal or Head Teacher
 - b) President of the Faculty Club
 - c) A teacher who is acceptable to both the aggrieved party and the object of the grievance to be appointed by the Principal or Head Teacher.
6. Immediate dissemination and strict compliance of this Memorandum is highly desired

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge *mhq*

Encl.: None

Reference: DO No. 35, s. 2004

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

DIVISION GRIEVANCE COMMITTEE

OSDS Legal Unit - reconstitution of the division grievance committee
LEGGKJ80-000161/July 27, 2026