



102821-016

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

28 OCT 2021

DIVISION MEMORANDUM

No. 535 s. 2021**RECONSTITUTION OF THE DIVISION GRIEVANCE COMMITTEE**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In compliance to DepEd Order No. 35, s. 2004 Revision of the Grievance Machinery of the Department of Education, this Office hereby issues the reconstitution and responsibilities of the Division Grievance Composition effective immediately.
2. The Division Grievance Composition are as follows:

Over-all Chairperson	Gerlie M. Ilagan, CESO VI OIC- Schools Division Superintendent
Alternate Chairperson	Antonio P. Faustino Jr. OIC – Assistant Schools Division Superintendent
Members	Imelda C. Raymundo CES – CID
	Dr. Edwin R. Rodriguez CES – SGOD
	Conrado C. Gabarda Administrative Officer V
	Dr. Gener C. Delos Reyes Principal IV Representative – Division School Heads Association
	Democrito C. Cabile Jr Teacher III Representative – Division Teachers Association

3. The Division Grievance Committee shall perform the following:
 - Establish grievance procedures and strategies.
 - Develop and implement pro-active measures or activities to prevent grievance such as an employee assembly which shall be conducted at least once every year or as needed, "talakayan" counseling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes.



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- Conduct continuing information drive on the Grievance Machinery among officials and employees.
 - Conduct dialogue between and among the parties involved.
 - Direct the documentation of the grievance including the preparation and signing of written agreements readied by the parties involved.
 - 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.
 - Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.
4. Teacher representative and School Head representative for the Division Grievance Committee will be part depending on the case may be.
5. All schools must establish their grievance committee with the following composition:
- a. Principal or School Head
 - 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 School Head
5. Immediate dissemination and compliance of this memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Encl.:
As stated

Reference:
DepEd Order No. 35, s. 2004

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



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