



Republic of the Philippines
Department of Education
 REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

November 2, 2021

DIVISION MEMORANDUM
 No. 497, s. 2021

RECONSTITUTION OF GRIEVANCE COMMITTEE

TO: Assistant Schools Division Superintendent
 Education Program Supervisors
 Public Schools District Supervisors
 Secondary and Elementary School Heads
 Non-Teaching Personnel
 All Others Concerned

1. In line with the Revision of the Grievance Machinery of the Department of Education contained in DepEd Order No. 35, s. 2004, the composition of this Division's Grievance Committee shall be as follows:

| Role/Capacity | Name of Employee |
|---|------------------------|
| Designated Representative of SDS | Alicia E. Anghay, PhD |
| Public Schools District Supervisor | Shirley A. Merida, PhD |
| President, Schools Division Teachers Organization | Roger L. Potane |

2. Schools and Districts are also mandated to establish/reconstitute School/District Grievance Committee as follows:

| School Grievance Committee | District Grievance Committee |
|---|---|
| Principal/School Head | District Supervisor |
| President, Faculty Club | Principal/School Head of the school where the grievance originated |
| A teacher acceptable to both the aggrieved party and the object of the grievance to be appointed by the School Head | President, District Teachers Association or his/her designated representative |

Schools are advised to submit to the ASDS Office their list of committee on or before November 8, 2021.

3. The application of Grievance Machinery and its procedure are detailed in DepEd order No. 35, s. 2004. The Grievance Committee shall have the following responsibilities:



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- a. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the member's regular duties;
 - b. Develop and implement proactive 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 reached 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; and
 - g. Submit a quarterly report of its accomplishments and status of unresolved grievances.
4. For strict compliance.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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