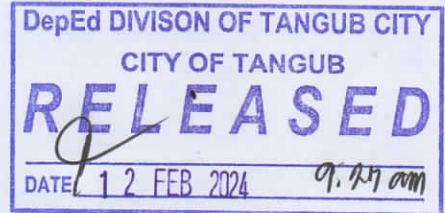




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



February 3, 2024

DIVISION MEMORANDUM
 No. 55, s. 2024

**RECONSTITUTION OF DIVISION, DISTRICT AND SCHOOL
 GRIEVANCE COMMITTEE**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (SGOD and SGOD)
 Education Program Supervisors
 Public Schools District In- Charge
 Section Heads/ Unit Heads
 All Others Concerned
 This Division

1. For the information and guidance of all concerned, this Office reconstitutes Division, District and School Grievance Committee of the Department of Education contained in DepEd Order No. 35, s. 2004, the composition of the Division's Grievance Committee shall be as follows:

Role / Capacity	Name of Employee
Schools Division Superintendent or his /her designated representative	ASDS
District Supervisor / Chair/ coordinator of the district where the grievance originated	PSDS
President, Schools Division Teachers Association or his/her designated representative	President Teachers Association

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

District Grievance Committee	Name of Employee
District Supervisor / Coordinator of his / her designated representative	PSDS
Principal of the school where the grievance originated	Principal/School Head
President, District Teachers Association or his/her designated representative	President District Teacher Association



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School Grievance Committee	Name of Employee
Principal/ School Head	Principal/ School Head
President, Faculty Club	Teacher
A teacher acceptable to both the aggrieved party and the object of the grievance to be appointed by the Principal or School Head	Teacher

3. Members of the Division, District and School Grievance Committee should be observant to the following functions, to wit;
- a. Establish its own procedures and strategies. Members 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", counseling, and other HRD interventions. Minutes of the proceeding 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. Schools and District in this Division are advised to submit the new sets of Grievance Committee on or before February 20, 2024.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

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