

DepEd - DIVISION OF QUEZON

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Unnumbered Memorandum

TO:

Assistant Schools Division Superintendent

CID/SGOD Chiefs Section Chiefs

Education Program Supervisor Public Schools District Supervisors

Secondary School Heads

OICs/TICs All Concerned

FROM:

MERTHEL M. EVARDOME, CESO, VI

Schools Division Superintendent

SUBJECT:

Schools Division Grievance Committee (SDGC)

DATE:

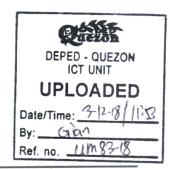
March 7, 2018

This is to inform the field of the members of the Division Grievance Committee. The composition of the SDGC is as follows:

Chairperson	Merthel M. Evardome, CESO VI	Schools Division Superintendent
Vice-Chairman	Maria Dolores D. Atienza	Administrative Office V/OIC- Division Legal Unit
Member	Fernando T. Seño	Education Program Supervisor
Member	Asuncion C. Ilao	Education Program Supervisor
Member	Joan Alejaida R. Mauhay	Education Program Supervisor
Member	Ronald V. Garcia	Elementary School Principal
Member	Joseph C. Hinanay	Secondary School Principal

The SDGC shall conduct the following:

- Shall have original jurisdiction over grievances of employees in the division that were not orally resolved. It shall also have appellate jurisdiction over grievances that were not resolved in the District Grievance Committee.
- 2. Conduct grievance proceedings in the Division concerning grievable issues.
- 3. Resolve and settle disputes among concerned personnel.
- 4. Act as mediator between the aggrieved party and the complainant.







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Responsibilities of the Grievance Committee

- 1. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members'regular duties.
- Develop and implement pro-active measures or activities to prevent grievance such as an employee assembly which shall be conducted at least once every quearter, "talakayan", counseling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes.
- 3. Conduct continuing information drive on the Grievance Machinery among officials and employees.
- 4. Conduct dialogue between and among the parties involved.
- 5. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved.
- 6. 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.
- 7. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

For the information and guidance of all concerned.

Reference:

DepEd Order No. 35, s .2004

mdda03/07/18

