



DepEd – DIVISION OF QUEZON

Sito Fori, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



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-<br>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:

1. 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.

**DEPED - QUEZON**  
ICT UNIT  
**UPLOADED**  
Date/Time: 3-12-18/11:53  
By: Gian  
Ref. no. 11M83-18





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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.
2. 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", 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

