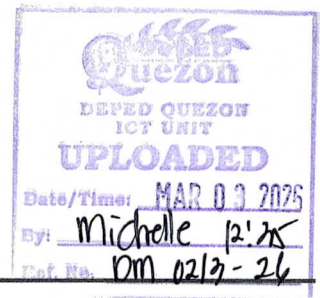




Republic of the Philippines  
**Department of Education**  
 REGION IV-A - CALABARZON  
 SCHOOLS DIVISION OF QUEZON PROVINCE



24 February 2026

**DIVISION MEMORANDUM**

No. 1213, s. 2026

**RECONSTITUTION OF THE SCHOOLS DIVISION GRIEVANCE COMMITTEE**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 All Unit Heads  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

1. Pursuant to DepEd Order No. 35, s. 2004, titled "Revision of the Grievance Machinery of the Department of Education," this Office shall reconstitute the Schools Division Grievance Committee to address work-related issue that causes employee dissatisfaction or discontentment. Also, this aims to promote wholesome and desirable employee relations in the Department of Education.

2. Below is the composition of the Schools Division Grievance Committee:

**SCHOOLS DIVISION GRIEVANCE COMMITTEE**

CHAIRPERSON	Rommel C. Bautista, CESO V, Schools Division Superintendent, or designated representative
MEMBER	Public Schools District Supervisor (PSDS) of the district where the grievance originated
MEMBER	Eddie Ismael I. Emor (President, DepEd Quezon Division Teachers' Organization), or designated representative
MEMBER	Juanito A. Merle, Chief, Education Supervisor (SGOD)
MEMBER	Walter F. Galarosa, PhD., OIC-Chief Education Supervisor (CID)
MEMBER	Asuncion C. Ila, Education Program Supervisor

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |  
 (042) 784-0391 | (042) 784-0321

E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines  
**Department of Education**  
 REGION IV-A - CALABARZON  
 SCHOOLS DIVISION OF QUEZON PROVINCE

MEMBER	Maria Dolores D. Atienza, Administrative Officer V
MEMBER	Sherelyn O. Pardilla, Administrative Office IV / Records Officer II
MEMBER	Ronaldo V. Garcia (President – PESPA Quezon)
MEMBER	Elpidio S. Javier (President – NAPSSHI Quezon)
MEMBER	Carlos J. Sanchez, President, NEU-Quezon Chapter
SECRETARIAT	Carleen D. Aguila, Legal Assistant I
SECRETARIAT	Therese O. Pardo, Administrative Assistant II

3. Likewise, the schools and districts are hereby mandated to establish their respective grievance committee, as follows:

**SCHOOL GRIEVANCE COMMITTEE**

CHAIRPERSON	Principal or Head Teacher
MEMBER	President of the Faculty Club
MEMBER	A teacher who is acceptable to both the aggrieved party and the object of the grievance to be appointed by the Principal or Head Teacher

**DISTRICT GRIEVANCE COMMITTEE**

CHAIRPERSON	District Supervisor/Coordinator or his/her designated representative
MEMBER	Principal of the school where the grievance originated
MEMBER	President of the District Teachers' Association or his or her designated representative

4. Immediate designation of this Memorandum is earnestly desired.

  
**ROMMEL O. BAUTISTA, CESO V**  
 Schools Division Superintendent 

legjdn02/24/2026

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Contact No.s: (042) 784-0366 | (042) 784-0164 |  
 (042) 784-0391 | (042) 784-0321  
 E-mail Address: quezon@deped.gov.ph  
 Website: <https://quezon.deped.gov.ph>