



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

DEPED - QUEZON
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Office of the Schools Division Superintendent

22 January 2022

DIVISION MEMORANDUM

DM NO. 07, s. 2022

COMPOSITION OF THE SDO QUEZON GRIEVANCE COMMITTEE

To: OIC-ASDS
 CID Chief
 SGOD Chief
 All Unit Heads
 SDO employees
 All Other Concerned

Pursuant to DepEd Order No. 35, s. 2004 entitled "Revision of the Grievance Machinery of the Department of Education", the SDO Quezon Grievance Committee is hereby established, as follows:

CHAIRMAN	Elias A. Alicaya, Jr. or OIC-ASDS based on their assigned district, or designated representative
MEMBER	Public School District Supervisor (PSDS) of the district where the grievance originated
MEMBER	Emmanuel Santiago (President - QPSTA)
MEMBER	Elizabeth M. De Villa (SGOD Chief)
MEMBER	Lorena S. Walangsumbat Ed. D. (CID Chief)
MEMBER	Maria Dolores Atienza (Administrative Officer V)
MEMBER	Asuncion C. Ilao (Education Program Supervisor)
MEMBER	Raquel P. Marcuap (Public Schools District Supervisor-President, PSDS Quezon)

DEPEDQUEZON-TM-SDS-04-013-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



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MEMBER	Wennie O. Gaela (Administrative Officer IV, HRMO II)
MEMBER	Sherelyn O. Pardilla (Administrative Officer IV, Records Officer)

Likewise, the Schools and Districts are hereby mandated to establish their respective grievance committees, as follows:

SCHOOL GRIEVANCE COMMITTEE

CHAIRMAN	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

CHAIRMAN	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.

In addition to finding the best way to address specific grievance, each grievance committee shall have the following responsibilities:

- a. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties;
- b. 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;
- c. Conduct continuing information drive on the Grievance Machinery among officials and employees;

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- 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 to the Civil Service Commission Regional Office concerned.

For the information and guidance of all concerned.

ELIAS A. ALICAYA JR., EdD. *W*
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent