



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
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Registration Number:  
QAC/R63/0216

August 20, 2020

**DIVISION MEMORANDUM**  
DM No. 224, s. 2020

## COMPOSITION OF DIVISION GRIEVANCE MACHINERY PROCEEDINGS COMMITTEE

**To:** OIC-ASDS, CID Chief, SGOD Chief, All Unit Heads, SDO employees, and all other concerned

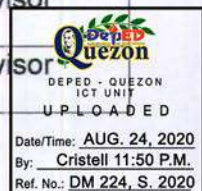
Pursuant to DepEd Order No. 35, S. 2004, the grievance machinery shall refer to a workable system for determining or providing the best way to remedy specific cause or causes of the grievance. It is intended to help promote wholesome and desirable employee relations in the Department and to prevent employee discontent and dissatisfaction. In order to create a work atmosphere that is conducive to good supervisor-employee relations and improved employee morale, the machinery shall aim to:

1. activate and strengthen the Department's existing grievance machinery;
2. settle grievances at the lowest level possible in the Department; and
3. provide a catalyst for the development of capabilities to settle disputes.

## I. COMPOSITION OF DIVISION GRIEVANCE MACHINERY PROCEEDINGS COMMITTEE

In line with this, the following are assigned as the Grievance Committee of the Schools Division Office of Quezon:

	Name	Position
Chairman	Elias A. Alicaya, Jr. (or OIC-ASDS based on their assigned district, or designated representative)	Assistant Schools Division Superintendent – OIC, Office of the SDS
Vice Chairman	Atty. Hannah Irish R. Cañeda	Attorney III
Member	Ms. Elizabeth M. De Villa	SGOD Chief
Member	Ms. Lorena S. Walangsumbat Ed.D.	CID Chief
Member	Maria Dolores Atienza	Administrative Officer V
Member	Asuncion C. Ilao	Education Program Supervisor
Member	Fernando T. Seño, DEM	Education Program Supervisor
Member	Jee-Ann O. Borines	Education Program Supervisor



DEPEDQUEZON-TM-SDS-04-009-002

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Member	Joan Alejaida R. Mauhay	Education Program Supervisor
Member	Raquel P. Marcuap	Public Schools District Supervisor – President, PSDS Quezon
Member	Emmanuel Santiago	President – QPSTA
Member	Ronaldo Garcia	President – PESPA
Member	Calixsto Blazo	President - NAPSHI

## II. JURISDICTION OF DIVISION GRIEVANCE COMMITTEE

The Division Grievance Committee shall have original jurisdiction over grievances of employees in the Division. It shall also have the appellate jurisdiction over grievances that were not resolved in the District Grievance Committee.

## IV. SCHOOL AND DISTRICT GRIEVANCE COMMITTEE

Moreover, the **Schools and Districts** are hereby **mandated to establish their respective grievance committees**. Only permanent officials and employees shall be appointed or elected as members of the grievance committee. In the appointment or election of the committee members, their integrity, probity, sincerity and credibility shall be considered. Officials who refuse to take action on a grievance brought to their attention shall be liable for neglect of duty in accordance with civil service laws, rules and regulations.

The **School Grievance Committee** shall have original jurisdiction over grievances of teachers and non-teaching personnel in the school. The School Grievance Committee shall be composed as follows: (1) Principal or Head Teacher; (2) President of the Faculty Club; (3) 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.

The **District Grievance Committee** shall have original jurisdiction over grievances of employees in the district that were. It shall also have appellate jurisdiction over grievances that were not resolved in the School Grievance Committee. The District Grievance Committee shall be composed as follows: (1) District Supervisor/Coordinator or his/her designated representative; (2) Principal of the school where the grievance originated; (3) President of the District Teachers' Association or his or her designated representative.

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### III. GRIEVANCE COMMITTEE RESPONSIBILITIES

In addition to finding the best way to address specific grievance, the 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;
- 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;
- g. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

For strict compliance.

**ELIAS A. ALICAYA, JR. L.**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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