

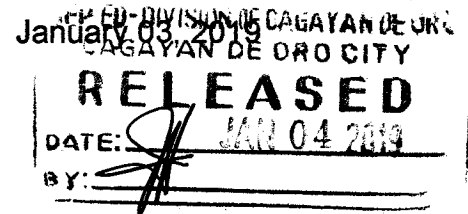


Region X-Northern Mindanao
DIVISION OF CAGAYAN DE ORO
Fr. William Masterson Road
Upper Balulang, Cagayan de Oro City



Division Memorandum

No. 09 s. 2019



To: OIC- Assistant Schools Division Superintendent
Education Program Supervisors
District Supervisors
Schools Heads
Division Personnel

1. Pursuant to DepEd Order No.35, s. 2004 (Revision of the Grievance Machinery of the Department of Education) and in line with the implementation of CSC Memorandum Circular No.2, S.2011, the composition of the Division Grievance Committee is hereby reconstituted effective January 3, 2019:

Chairperson: ALICIA E ANGHAY
OIC- Assistant Schools Division Superintendent

Co- Chairpersons: ROSALIO VITORILLO
Chief, SGOD

LOREBINA C. CARRASCO
Chief – CID

Members: President
CDO- Federated Public Schools Classroom
Teachers

District Supervisor of the district where the
grievance originated

2. The Division Grievance Committee shall have the following responsibilities:

- a. Establish its own procedure and strategies. Membership in the grievance committee shall be considered part of the members' regular duties
- b. Develop and implement pro-active measure or activities to prevent grievance such as an employee assembly which shall be conducted at least once very 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 of 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
 - g. Submit a quarterly report of its accomplishments and status of unresolved grievance to the Civil Service Commission Regional Office concerned.
3. The Grievance Committees in schools and districts are as follows:
- a. School Grievance Committee
Chairperson: Principal or Head Teacher

Members: President of the faculty Club

A teacher who is accepted to both the aggrieved party and the object of the grievance to be appointed by the principal or Head Teacher
 - b. District Grievance Committee
Chairperson: District Supervisor

Members: Principal of the school where the grievance originated.

President of the District Teachers' Association
4. The Division Grievance Committee shall conduct a reorientation on the Grievance Machinery policies and procedures on districts and schools in the division.
5. District Supervisors are requested to submit a copy of Grievance Committee composition in their respective districts to the office of the OIC- ASDS.
6. Please be guided accordingly.

JONATHAN S. DELA PEÑA, Ph.D., CESO VI
Schools Division Superintendent