



Republic of the Philippines  
**Department of Education**

Region I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Division Memorandum No. 049  
Series 2021

**RECONSTITUTION OF THE DIVISION GRIEVANCE COMMITTEE**

To : **Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division (CID)**  
**Chief, School Governance and Operation Division (SGOD)**  
**Education Program Supervisors, SEPS, Division Personnel**  
**Public Elementary and Secondary School Heads/Principals/OIC's**  
**All Others Concerned**

This office announces the composition of the Division Grievance Committee in accordance with CSC Memorandum Circular No. 2 s. 2001 on the Revised Policies on the Settlement of Grievances in Public Sector and DepEd Order 35 s. 2004 on the Revision of the Grievance Machinery in the Department of Education is hereby reconstituted as follows:

**CHAIRMAN: MS. ROSARIO O. CABRERA**  
**VICE CHAIRMAN: IN-CHARGE CLUSTER SUPERVISOR**

**MEMBERS: MS. ROSALIE R. SARMIENTO**

**REPRESENTATIVE:**  
**(2<sup>nd</sup> Level Position)**

**REPRESENTATIVE:**  
**(1<sup>st</sup> Level Position)**

**SECRETARIAT: 1. FREDDIE B. PERALTA**  
**2. NICANOR L. NAVARRO II**

**The Committee shall perform the following duties and functions:**

1. Establish its own procedures and strategies. Membership in the Grievance Committee shall consider part of the regular duties;
2. Develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted once in every quarter or semester for counselling and HRD interventions. Minutes of the proceedings of this activities shall be documented for audit purposes;
3. Conduct continuing information drive on Grievance Machinery among officials and employees in collaboration with personnel unit;
4. Conduct dialogue among and between parties involved;
5. Conduct investigation within ten (10) working days from the receipt of the grievance and render decision within five (5) working days after the investigation. Provided however, that the subject of grievance is the grievance committee, the aggrieved party may submit the grievance to higher authorities;
6. Direct the documentation on the grievance including the preparation and signing of written agreement reached by the parties involved;
7. Issue Certification on the Final Action on the Grievance (CFAG) which shall contain among other things, the following information, history and final action taken by the agency on the grievance, and;
8. Submit quarterly reports on accomplishment and status unresolved grievances to the Civil Service Commission concerned.

This order shall take immediately and supersede any other issuances inconsistent herewith.

For your information and guidance.

  
**DR. LORNA G. BUGAYONG CESO V**  
*Schools Division Superintendent*