



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



23 Jan 2024

DIVISION MEMORANDUM
No. 040, s. 2024

ESTABLISHING THE DIVISION COMPLAINT/GRIEVANCE COMMITTEE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1 Pursuant to DepEd Order No. 35, s. 2004 entitled, "Revision of the Grievance Machinery of the Department of Education" dated June 3, 2004, separate grievance committees shall be created in the central, regional, division, district offices and in schools. The Schools Division Grievance Committee shall have original jurisdiction over grievances of employees in the division that were not orally resolved. It shall also have appellate jurisdiction over grievances that were not resolved in the District Grievance Committee. In compliance therewith, the following is the composition of the Division Grievance Committee of the Schools Division of Angeles City:

- 1.1 Assistant Schools Division Superintendent
- 1.2 District Supervisor/AOv where the grievance originated
- 1.3 President of PSSPA/PESPA/NEU where the grievance originated

2. The committee shall have the following responsibilities:

- 2.1 Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the member's regular duties
- 2.2 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", counselling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes
- 2.3 Conduct of continuing information drive on the Grievance Machinery among officials and employees
- 2.4 Conduct dialogue between and among the parties involved
- 2.5 Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved



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- 2.6 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
 - 2.7 Submit quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned
4. The Personnel Unit shall extend secretariat services to the Division Grievance Committee.
 5. This Memorandum supersedes all previous issuances related to the creation of Division Grievance Committee.
 7. Immediate, wide dissemination of and strict compliance to the contents of this Memorandum is enjoined.

ENGR. EDGARD C. DOMINGO Ph.D. CESO V
Schools Division Superintendent

Reference: DepEd Order No. 3, s. 2004 dated January 22, 2004
DepEd Order No. 35, s. 2004 dated June 4, 2004

To be indicated in the Perpetual Index under the following subjects:

DIVISION GRIEVANCE COMMITTEE

MCS/AOV/January 23, 2024



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