



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

26 Feb 2025

DIVISION MEMORANDUM

No. **033**, s. 2025

RECONSTITUTION OF SCHOOLS DIVISION GRIEVANCE COMMITTEE

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section and Unit Heads and Staff
Public Elementary and Secondary School Heads
All Others Concerned

1. In connection with the Civil Service Commission's (CSC) Memorandum Circular No. 02, s. 2001 titled **Revised Policies on the Settlement of Grievances in the Public Sector** and the Department of Education's (DepEd) Order No. 35, s. 2004 titled **Grievance Machineries of the Department of Education**, this Office hereby reconstitutes the Schools Division Grievance Committee to systematically address work-related issues causing discontentment and dissatisfaction among employees.

2. The composition of the Schools Division Grievance Committee is as follows:

Chairperson: **Irma May G. Dinastas**
Administrative Officer V

Members: **Ma. Shirley M. Cardinal**
Chief Education Supervisor, SGOD

Donna S. Panes
Chief Education Supervisor, CID

For SDO
Personnel: **Head of the Section/Unit**
where the grievance originated

Romeo L. Martin
Senior Education Program Specialist, SMNS
President, DepEd-NEU Sarangani Division Chapter

For School
Personnel: **Public Schools District Supervisor**
of the district where the grievance originated

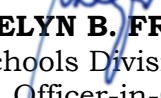
Reynaldo N. Balicaco
Teacher III



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President, SDFPST Association

3. In addition to finding the best way to address specific grievances, the committee shall have the following responsibilities:
 - a. Establish its procedures and strategies. Membership in the grievance committee shall be considered part of the member's regular duties;
 - b. Develop and implement proactive measures or activities to prevent grievances 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; and
 - g. Submit a quarterly report of its accomplishments and the status of unresolved grievances to the Civil Service Commission Regional Office.
4. For inquiries, contact Rehane Sambuto at 09385540626.
5. Widest dissemination of this Memorandum is desired.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: None

Reference: As stated

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

BUREAUS AND OFFICES
COMMITTEES

RPS/SGOD-HRDS/DM – reconstitution of schools division grievance committee
0222/February 26, 2025