

October 26, 2026

DIVISION MEMORANDUM
OSDS-2026-113

RECONSTITUTION OF SCHOOLS DIVISION GRIEVANCE COMMITTEE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads
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:	Gilbert B. Barrera Assistant Schools Division Superintendent
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 Santiago Villarin Master Teacher I/President, SDFPST Association
Secretariat:	Roel D. Balbareno Administrative Officer IV

3. In addition to finding the best way to address specific grievances, the committee shall have the following responsibilities:

- Establish its procedures and strategies. Membership in the grievance committee shall be considered part of the member's regular duties;





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- 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, counseling, and other 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 Roel D. Balbareno at 09773941073.
 5. Widest dissemination of this Memorandum is desired.


Digitally signed by
Frinal Nelyn Botes
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ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated

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

RSPS/OSDS-PU/MLA –Division Grievance Committee Reconstitution...
0850/October 26, 2026

