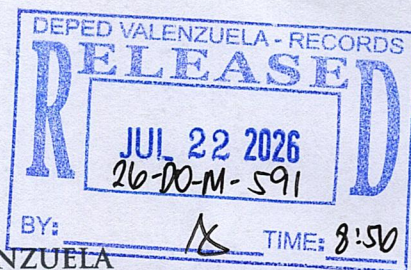




Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0593 s. 2026

**RECONSTITUTION OF THE DIVISION GRIEVANCE COMMITTEE AND
STRENGTHENING OF THE DISTRICT GRIEVANCE MACHINERY**

TO: OIC-Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program/Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to CSC Memorandum Circular No. 2, s. 2001 (Revised Policies on the Grievance Machinery) and DepEd Order No. 35, s. 2004, the Division Grievance Committee is reconstituted to ensure the effective implementation of the grievance machinery within the Division.

2. The composition of the Division Grievance Committee shall be as follows:

NAME	POSITION	DESIGNATION
Dr. Ernest Joseph C. Cabrera	OIC, Assistant Schools Division Superintendent	Chairperson
Dr. Florita R. Matic	Education Program Supervisor	Member
Ms. Romina E. Agustin	Administrative Officer V, Administrative Unit	Member

3. In the District Grievance Committee, the composition is:

- District Supervisor/Coordinator or his/her designated representative;
- Principal of the school where the grievance originated;
- President of the District Teachers' Association of his/her designated representative.

4. The District Grievance Committee shall have original jurisdiction over grievances of employees in the district that were not orally resolved. It shall also have appellate jurisdiction over grievances that were not resolved by the School Grievance Committee.

The SDO Grievance Committee shall have original jurisdiction over grievances of the employees in the Division. It shall have the appellate jurisdiction over grievances that were not resolved in the District Grievance Committee.

5. To promote the prompt, fair, and orderly resolution of employee grievances, all Public Schools District Supervisors are directed to strengthen and maintain fully functional District Grievance Committees and ensure the effective implementation of the grievance machinery within their respective districts.

6. Also, the following duties and responsibilities of the Division/District Grievance Committees are as follows:

- a. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties;
- b. Develop and implement pro-active measures or activities to prevent grievance such as 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;
- c. Conduct continuing information drive on the Grievance Machinery among officials and employees;
- d. Conduct dialogue between and among the parties involved;
- e. Direct documentation of the grievance including the preparation and signing of written agreement reached by the parties involved;
- f. Issue final certification on the Final Action of 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 grievances to the Civil Service Commission concerned.

7. Immediate and wide dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated

References: As stated

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

GRIEVANCE COMMITTEES

SJLE/MASE-LEGAL/DM- RECONSTITUTION OF THE SCHOOLS DIVISION OF VALENZUELA CITY'S GRIEVANCE COMMITTEE
/July 20, 2026