



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF ABRA  
Bangued, Abra



DIVISION MEMORANDUM  
No. 269 s. 2019

RECONSTITUTING THE COMPOSITION OF THE DIVISION GRIEVANCE COMMITTEE

TO: PERSONNEL CONCERNED  
SCHOOL DIVISION OFFICE UNIT HEADS & PERSONNEL  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS (ELEMENTARY & SECONDARY)  
TEACHERS (ELEMENTARY & SECONDARY)

1. Pursuant to DepEd Order No. 35, s. 2004 (Revision of the Grievance Machinery of the Department of Education) and CSC Memorandum Circular No. 2, s. 2001 (Revised Policies on the Settlement of Grievance in the Public Sector), the composition of the Division Grievance Committee is hereby reconstituted effective August 29, 2019.

CHAIRPERSON: CHRISTOPHER C. BENIGNO OIC-Assistant Schools Division Superintendent	
CO-CHAIRPERSON: JANET B. PASCUA AOV, (Administrative Services)	
MEMBERS: ELMER V. BATONDO AOV (Budget)	ALTERNATE MEMBERS: CELIA S. BOLANTE, CPA Accountant III
LEMUEL B. DICKSON Chief Education Supervisor (SGOD)	RONILO P. GARCIA EPS, (SGOD)
PSDS/SCHOOL PRINCIPAL/SCHOOL HEAD (Concerned with grievance) EDEN T. ADRIATICO SEPS, (HRD)	GEMMA B. CABUTAJE AO IV, (Personnel)
MELDIE M. DAMIAN Planning Officer III, (2 <sup>nd</sup> Level Representative)	JAERIEL R. BERSAMINA SEPS, (Planning & Research)
SALVADOR FRANCISCO B. BRINGAS ADAS III, (1 <sup>st</sup> Level Representative)	JAM RALLY B. BALLESTA ADAS III, (1 <sup>st</sup> Level Representative)
SECRETARIAT: GARNETTE MAYER P. TON ADAS III ROLLY JOY "RJ" BARRIL ADAS III	

2. The Grievance Committee for DepEd Order No. 35, s. 2004, has the following responsibilities:
  - a. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part members' regular duties;
  - b. Develop and implement pro-active measures or activities to prevent grievance such 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 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;
  - g. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.
  
3. Please be guided accordingly.

  
**AMADOR D. GARCIA, Ph.D.**

Acting Assistant Schools Division Superintendent  
Officer-In-Charge, Office of the Schools Division Superintendent