



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 0117, series of 2021

MARCH 2, 2021

**RECONSTITUTING THE COMPOSITION OF THE SCHOOLS DIVISION
 GRIEVANCE COMMITTEE**

**To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Schools District Supervisors
 Education Program Supervisors
 Public Elementary and Secondary School Heads, Teaching and Non-Teaching Personnel
 Division Office Personnel
 All Others Concerned**

- In line with the DepEd Order No. 35, series of 2004 or the Revision of the Grievance Machinery of the Department of Education pursuant to Revised Policies on the Settlement of Grievance in the Public Sector contained in the CSC Resolution No. 010113, dated January 10, 2001 and implemented through CSC Memorandum Circular No. 2, series of 2001, the Schools Division Office of Abra hereby reconstituting the Schools Division Grievance Machinery which shall be composed of the following:

Chairperson:	BENILDA M. DAYTACA, EdD, CESO VI Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent
Co-Chairperson:	SORAYA T. FACULO, Ph. D. Assistant Schools Division Superintendent
Members:	HEDWIG M. BELMES Chief Education Supervisor, CID LEMUEL B. DICKSON Chief Education Supervisor, SGOD JANET B. PASCUA Administrative Officer V, Administrative and General Services Unit EDEN T. ADRIATICO Senior Education Program Specialist, HRD JANNELIZA M. TALOMA Attorney III



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	<p>MAY B. ARCONADO Principal I, Bangued East Central School President, Philippine Elementary School Principals Association</p> <p>HERMAN M. BARCENA, Ed. D Principal I, San Quintin National High School President, National Association of Public Secondary School Heads Inc.</p> <p>MARIA ANGELINA G. CRISPIN Master Teacher II, Gaddani National High School President, Abra Secondary School Teachers Association</p> <p>DISTRICT SUPERVISOR/CHAIR/COORDINATOR OF THE DISTRICT WHERE THE GRIEVANCE ORIGINATED</p> <p>Public School District Supervisors:</p> <p>MARY ANNE GRACE B. AGOOT ANALYN F. ATMOSFERA LEONARDO T. BALNEG FRANCISCO A. CASTILLO PERFECTO A. LATAOAN CATHERINE E. LANG-AYAN JULIO B. LAZARO ERMELY C. PANED GUILLERMO L. ORTEGA, JR</p> <p>Education Program Supervisors:</p> <p>MARLENE C. ABAOAG BHENJO P. AGALOOS JUN P. AGUYOS ADELAIDA A. BUGAYAO HENRIETA A. BRINGAS MIJURODEL B. RIFAREAL PEDRO B. TALINGDAN, JR NARCISO B. CANNAOAY EMMANUEL B. BUGTONG RONALD T. MARQUEZ</p>
Secretariat:	<p>LOURDES S. CENTENO Administrative Officer II, Human Resource Management Officer I</p>




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2. This Memorandum shall serve as official designation of the aforementioned and such designation shall commence from the date of signing of this Memorandum until rescinded, reconstituted, or reorganized.
3. In addition to finding the best way to address specific grievance, the committee shall have the following responsibilities as per DepEd Order No. 35, s. 2004:
 - a. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the member's regular duties;
 - b. 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", 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 status of unresolved grievances to the Civil Service Commission Regional Office concerned.
4. 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 School Grievance Committee.
5. The following cases shall not be acted upon through the grievance machinery:
 - a. Disciplinary cases;
 - b. Sexual harassment cases; and
 - c. Union-related issues and concerns.
6. Enclosed is a process flowchart of the Grievance Machinery.
7. Please be guided accordingly.


BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

OSDS/LSU/jmt



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Grievance Procedure

