



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

19 Apr 2023

DIVISION MEMORANDUM
No. 195, s. 2023

RECONSTITUTION OF GRIEVANCE COMMITTEE

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that effective April 19, 2023, the composition of this Division's Grievance Committee shall be as follows:

Role/Capacity	Name of Employee
Designated Representative of SDS	Conniebel C. Nistal
District Supervisor	Rolly B. Labis
President of Schools Division Teachers Association	Jeffrey M. Martinez

2. Schools are also mandated to establish a committee for this purpose. Composition of School Grievance Committee shall be as follows:
 - i. Principal or Head Teacher
 - ii. President of the Faculty Club
 - iii. A teacher who is acceptable to both the aggrieved party and the object of the grievance to be appointed by the Principal or Head Teacher
3. With reference to DepEd Order 35, s. 2004, the Grievance Committee shall render its decision within fifteen (15) days from receipt of the grievance in writing and the decision of the next higher supervisor as appealed by the aggrieved party. Within the fifteen (15) working day period, the committee may conduct an investigation and hearing ten (10) days from receipt of the grievance and render a decision within five (5) working days after the investigation. The decision shall be in writing and shall contain all relevant facts and circumstances as well as the law or rule that was applied, if any. Officials who refuse to take action on a grievance brought to their attention shall be liable for neglect of duty in accordance with civil service laws, rules and regulations.





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

4. Members of the Grievance committee are expected to perform the following, in addition to the duties and responsibilities of their current position:
 - i. Establish own procedures and strategies
 - ii. Develop and implement pro-active measures or activities to prevent grievance
 - iii. Conduct continuing information drive on the Grievance Machinery among officials and employees
 - iv. Conduct dialogue between and among the parties involved
 - v. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved
 - vi. 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
 - vii. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

5. For information, guidance and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

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

COMMITTEES

COMPLAINTS

