



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

MEMORANDUM  
MLA-2021-OSDS- 077

TO : **Dr. Casiana P. Caberte CESE**  
**Dr. John Ariel A. Lagura**  
**Dr. Beatriz C. Luga**  
**Dr. Aquilino T. Milar Jr.**  
**(Mrs.) Michelle T. Sagara CPA, MM**

FROM : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent &

DATE : May 21, 2021

SUBJECT : **ALTERNATIVE DISPUTE RESOLUTION AND GRIEVANCE  
MACHINERY TRAINING**

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1. The Legal Affairs Unit (LAU) in coordination with the Human Resource Development Division (HRDD) will conduct the **“Alternative Dispute Resolution and Grievance Machinery Training”** on **May 24-28, 2021** via MS Teams.
2. In this connection, you are hereby directed to attend the said training. MS teams attendee’s link will be sent to the participant’s email address through the help of ICT Unit.
3. Immediate dissemination and compliance with this Memorandum is desired.



Address: Dampas District, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAY 17 2021


**REGIONAL MEMORANDUM**

No. 0355, s. 2021

**ALTERNATIVE DISPUTE RESOLUTION AND GRIEVANCE MACHINERY TRAINING**

To : All Schools Division Superintendents  
Officers-in-Charge of Schools Divisions  
Regional Functional Division Chiefs

1. This Office, through the Legal Affairs Units (LAU) in coordination with the Human Resource Development Division (HRDD), will conduct the **“Alternative Dispute Resolution and Grievance Machinery Training”** on May 24-28, 2021 via MS Teams. MS Teams attendee’s link will be sent to the participant’s email address through the help of the ICT Unit.
2. The participants are the following:
  - 1) All Members of the Regional Grievance Committee
  - 2) All Members of the Division Grievance Committee
  - 3) All Regional Functional Divisions/Units are required to send two (2) participants.
3. **The link of the MS Teams shall be sent to the participants; hence, submission of the names of participants, their respective email addresses and contact number is required. Kindly send this through email: [ro7.legalresearch@deped.gov.ph](mailto:ro7.legalresearch@deped.gov.ph), [mosjoan@yahoo.com](mailto:mosjoan@yahoo.com) or you may call Mrs. Joan B. Mosquera at 032-4147325.**
4. Meals and snacks for the participants reporting in the Office during this activity will be served by Applied Nutrition Center (ANC), Banilad, Cebu City. Expenses for food and other materials are chargeable against the Regional Funds subject to the availability of funds and pursuant to the accounting and auditing rules and regulations.
5. The attendance of all concerned is enjoined.
6. For immediate dissemination.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231:1433; (032) 414-7399  
Email Address: [region7@deped.gov.ph](mailto:region7@deped.gov.ph)

**Annex A**  
**Activity Outline**

**Activity Name:** Alternative Dispute Resolution and Grievance Machinery Training

**Date of Activity:** May 24-28, 2021

**Participants:** Regional Office and Schools Division Offices Personnel

**I. Objectives:**

1. To capacitate participants on alternative dispute resolution and grievance procedures
2. To enhance knowledge of participants on alternative dispute resolution and grievance procedures

**III. Matrix of Activities**

**Day 1 – Monday – May 24, 2021**

Time	Activity	
8:00 AM to 9:00 AM	Registration	Secretariat
9:05 AM to 9:15 AM	Preliminaries	Secretariat
9:16 AM to 9:20 AM	Attendance check	Secretariat/ EMCEE
9:21 AM to 9:25 AM	Opening Remarks	RD Salustiano Jimenez/ ARD Cristito Eco
9:26 AM to 9:35 AM	Activity overview and discussion of objectives	Atty. Leslie Joie Babatuan
9:36 AM to 10:00 AM	Introduction to ADR	Atty. Leslie Joie Babatuan
10:01 AM to 10:15 AM	Break	
10:16 AM to 12:00 NN	Discussion on ADR	Atty. Leslie Joie Babatuan
12:01 PM to 1:00 PM	LUNCH BREAK	
1:01 PM to 3:00 PM	Salient Points of DO 35, s. 2004	Atty. Domilyn G. Silerio
3:01 PM to 3:15 PM	Break	EMCEE
3:16 PM to 5:00 PM	Open Forum: Grievance Machinery	Atty. Leslie Joie Babatuan

**Day 2 – Tuesday – May 25, 2021**

Time	Activity	
9:00 AM to 9:15 AM	Preliminaries	Secretariat
9:16 AM to 9:20 AM	MOL	EMCEE
9:21 AM to 12:00 NN	Overview: Preparation of Grievance Decision/ Report	Atty. Marinel Oro Atty. Beryl Mantos
12:01 PM to 1:00 PM	Lunch	Secretariat
1:01 PM to 3:00 PM	Activity/ Writeshop: Drafting or Preparation of Grievance Decision or Reports, Notices etc.	Atty. Marinel Oro Atty. Beryl Mantos
3:01 PM to 3:15 PM	Break	EMCEE
3:16 PM to 5:00 PM	Activity/ Writeshop: Drafting of Grievance Decision or Report	Atty. Marinel Oro Atty. Beryl Mantos

Day 3 – Wednesday – May 26, 2021

Time	Activity	Locus of Control
9:00 AM to 9:15 AM	Preliminaries	Secretariat
9:16 AM to 9:20 AM	MOL	EMCEE
9:21 AM to 12:00 NN	Overview: DO 49, s. 2006	Atty. Leslie Joie E. Babatuan
12:01 PM to 1:00 PM	Lunch	Secretariat
1:01 PM to 3:00 PM	Activity/ Workshop: Discussion of Actual Issues for Administrative Cases vs. Grievance Matters	Atty. Leslie Joie E. Babatuan
3:01 PM to 3:15 PM	Break	EMCEE
3:16 PM to 5:00 PM	Open Forum	Atty. Leslie Joie E. Babatuan

Day 4 – Thursday – May 27, 2011

Time	Activity	
9:00 AM to 9:15 AM	Preliminaries	Secretariat
9:16 AM to 9:20 AM	MOL	EMCEE
9:21 AM to 12:00 NN	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos
12:01 PM to 1:00 PM	Lunch	Secretariat
1:01 PM to 3:00 PM	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos
3:01 PM to 3:15 PM	Break	EMCEE
3:16 PM to 5:00 PM	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos

Day 5 – Friday – May 28, 2011

Time	Activity	
9:00 AM to 9:15 AM	Preliminaries	Secretariat
9:16 AM to 9:20 AM	MOL	EMCEE
9:21 AM to 12:00 NN	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos
12:01 PM to 1:00 PM	Lunch	Secretariat
1:01 PM to 3:00 PM	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos Atty. Leslie Joie Babatuan
3:01 PM to 3:15 PM	Break	EMCEE
3:16 PM to 4:30 PM	Open Forum	Atty. Leslie Joie Babatuan
4:31 PM to 5:00 PM	Closing Ceremonies	EMCEE

Prepared by:

  
**LESLIE JOIE E. BABATUAN**

Attorney IV, Legal Affairs Unit



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAY 19 2021

REGIONAL MEMORANDUM  
No. 0371, s. 2021

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0355, S. 2021 (ALTERNATIVE  
DISPUTE RESOLUTION AND GRIEVANCE MACHINERY TRAINING)**

To: All Schools Division Superintendents  
Officers-in-Charge of Schools Division  
Regional Functional Division Chiefs

1. Please take note of the changes to the program on ADR and Grievance Machinery Training on May 24-28, 2021, herein attached as Annex A.
2. Participants are again reminded to confirm their attendance by sending their name, email address, and contact numbers to [ro7.legalresearch@deped.gov.ph](mailto:ro7.legalresearch@deped.gov.ph) or [mosjoan@yahoo.com](mailto:mosjoan@yahoo.com).
3. For immediate dissemination.

  
**SALUSTIANO T. JIMENEZ JD, EDD, CESO V,**  
Director IV

STJ/CAE/LAU/LJEB/MAG



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Email Address: [region7@deped.gov.ph](mailto:region7@deped.gov.ph)

**Annex A**  
**Activity Outline**

**Activity Name:** Alternative Dispute Resolution and Grievance Machinery Training

**Date of Activity:** May 24-28, 2021

**Participants:** Regional Office and Schools Division Offices Personnel

**I. Objectives:**

1. To capacitate participants on alternative dispute resolution and grievance procedures
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**III. Matrix of Activities**

**Day 1 – Monday – May 24, 2021**

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9:21 AM to 9:25 AM	Opening Remarks	RD Salustiano Jimenez/ ARD Cristito Eco
9:26 AM to 9:35 AM	Activity overview and discussion of objectives	Atty. Leslie Joie Babatuan
9:36 AM to 10:00 AM	Overview on ADR	Atty. Leslie Joie Babatuan
10:01 AM to 11:30 AM	ADR in DepEd	Dr. Ronald Y. Ferrer
11:31 AM to 12:00 NN	Open Forum	
12:01 PM to 1:00 PM	LUNCH BREAK	
1:01 PM to 3:00 PM	Salient Points of DO 35, s. 2004	Atty. Domilyn G. Silerio
3:01 PM to 3:15 PM	Break	
3:16 PM to 5:00 PM	Open Forum	Atty. Leslie Joie Babatuan

**Day 2 – Tuesday – May 25, 2021**

Time	Activity	
9:00 AM to 9:15 AM	Preliminaries	Secretariat
9:16 AM to 9:20 AM	MOL	
9:21 AM to 12:00 NN	Overview:Preparation of Grievance Decisions/Notices/ Reports	Atty. Marinel Oro Atty. Beryl Mantos
12:01 PM to 1:00 PM	Lunch	
1:01 PM to 3:00 PM	Activity/ Writeshop: Drafting or Preparation of Grievance Decisions/Notices/Reports	Atty. Marinel Oro Atty. Beryl Mantos
3:01 PM to 3:15 PM	Break	
3:16 PM to 5:00 PM	Activity/ Writeshop: Drafting or Preparation of Grievance Decisions/Notices/Reports	Atty. Marinel Oro Atty. Beryl Mantos

**Day 3 – Wednesday – May 26, 2011**

Time	Activity	
9:00 AM to 9:15 AM	Preliminaries	
9:16 AM to 9:20 AM	MOL	
9:21 AM to 12:00 NN	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos
12:01 PM to 1:00 PM	Lunch	Secretariat
1:01 PM to 3:00 PM	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos
3:01 PM to 3:15 PM	Break	
3:16 PM to 5:00 PM	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos

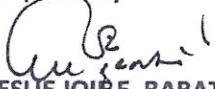
**Day 4 – Thursday – May 27, 2011**

Time	Activity	
9:00 AM to 9:15 AM	Preliminaries	
9:16 AM to 9:20 AM	MOL	
9:21 AM to 12:00 NN	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos
12:01 PM to 1:00 PM	Lunch	
1:01 PM to 3:00 PM	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos
3:01 PM to 3:15 PM	Break	
3:16 PM to 5:00 PM	Presentation and Discussion of Outputs of Participants	Atty. Marinel Oro Atty. Beryl Mantos

**Day 5 – Friday – May 28, 2011**

Time	Activity	
9:00 AM to 9:15 AM	Preliminaries	
9:16 AM to 9:20 AM	MOL	
9:21 AM to 12:00 NN	Alternative Dispute Resolution in the Academe	Office for Alternative Dispute Resolutions
12:01 PM to 1:00 PM	Lunch	
1:01 PM to 3:00 PM	Alternative Dispute Resolution in the Academe	Office for Alternative Dispute Resolutions
3:01 PM to 3:15 PM	Break	
3:16 PM to 4:30 PM	Alternative Dispute Resolution in the Academe	Office for Alternative Dispute Resolutions
4:31Pm to 5:00PM	Closing Ceremonies	

Prepared by:

  
**LESLIE JOIE E. BABATUAN**  
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