



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

**Office of the Schools Division
Superintendent**

July 11, 2023

DIVISION MEMORANDUM

No. 274, s. 2023

DEPED TAGBILARAN CITY DIVISION GRIEVANCE COMMITTEE

TO OIC Assistant School Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 02, s. 2001, adopted through DepEd Order No. 35, s. 2004 titled “Revision of Grievance Machinery of the Department of Education”, this Office hereby constitutes the DepEd Tagbilaran City Division Grievance Committee, as follows, to wit:

Chairperson : **Ernesto Q. Alas-as Jr. CESE**
OIC Assistant Schools Division Superintendent

Members : **Aquilino T. Milar Jr. PhD**
Administrative Officer V

Division Chiefs:
John Ariel A. Lagura PhD
Chief, Curriculum Implementation Division
Maurine C. Castaño
Chief, School Governance and Operations Division

Alternates:
Maria Antonette P. Dugang PhD
Education Program Supervisor
Janet T. Butalid PhD
Education Program Supervisor
President of the Schools Division Teachers Association
President of the DepEd National Employees Union

Secretariat : **Marianne Palomares-Calipes**
Administrative Aide VI
Elainie C. Centino
Administrative Aide VI

2. The members of the Grievance Committee shall handle and resolve grievances and other mediatable issues in the schools and in the division office. It shall have appellate jurisdiction over grievances that are not resolved in the public School’s Grievance Committee.

3. In order to expeditiously resolve and properly document the grievance and its proceedings, enclosed are the Grievance Forms, for compliance of parties concerned:



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
Telephone Nos.: (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147
Email Address: tagbilarancity.division@deped.gov.ph


Enclosure 1 – Grievance Form 1

Enclosure 2 – Grievance Agreement/Decision Form 2-A and Form 2-B

Enclosure 3 – Certificate of Final Action on the Grievance Form 3

4. All previous issuances or any parts thereof which are inconsistent with the provisions of this Regional Memorandum are hereby repealed, rescinded, amended, and modified accordingly.

5. Wide and immediate dissemination of this Memorandum is highly desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/EQA/ADMIN/atm



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GRIEVANCE FORM 1

GRIEVANCE FORM		
SCHOOL/SECTION/UNIT:		DATE:
Name of Aggrieved Party	Position/Title/Designation	Contact Number
School/Section/Unit	Immediate Supervisor	Contact Number
Name of Person Complained of or Office	Position/Title/Designation	Contact Number
Office/Section/Unit	Immediate Supervisor	Contact Number
ISSUE/S:		
ACTION DESIRED:		
_____ Signature of Aggrieved Party		_____ Received by:
		Tracking No: _____





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GRIEVANCE FORM 2-A

GRIEVANCE AGREEMENT/DECISION FORM	
SCHOOL/SECTION/UNIT:	DATE:
Title of the Grievance:	
Summary:	
Steps Towards Settlement:	





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GRIEVANCE FORM 2-B

GRIEVANCE AGREEMENT/DECISION FORM	
DECISION/S:	
AGREEMENT/S:	
We promise to abide by the above stated agreement on _____.	
Parties	
Aggrieved	Respondent
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
_____ Chairman Grievance Committee	
Received by:	
Tracking No:	





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GRIEVANCE FORM 3

CERTIFICATE OF FINAL ACTION ON THE GRIEVANCE		
SCHOOL/SECTION/UNIT:	DATE:	
This certifies that the grievance filed by _____ against _____ on _____ has been acted upon by the Committee on _____.		
Final Action/s Taken:		
Grievance Committee:		
_____	_____	_____
Member	Member	Member
_____	_____	_____
Member	Member	Member

	Chairman	
Received by:		
		Tracking No:

