



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

**Office of the Schools Division  
Superintendent**

December 12, 2024

DIVISION MEMORANDUM  
No. 870 , s. 2024

**DEPED TAGBILARAN CITY GRIEVANCE COMMITTEE**

To: OIC Assistant Schools 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 : **John Ariel A. Lagura PhD**  
*OIC Asst. Schools Division Superintendent*

Members : **Maurine C. Castaño**  
*Chief, School Governance and Operations Division*  
**Janet T. Butalid PhD**  
*OIC Chief, Curriculum Implementation Division*  
**Aquilino T. Milar Jr. PhD**  
*Administrative Officer V*

Alternates : **Ma. Antonette P. Dugang PhD**  
*Education Program Supervisor, SGOD*  
**Juanita C. Lafuente DevEdD**  
*Education Program Supervisor, CID*  
**Michelle T. Sagaral CPA, MM**  
*Division Accountant III*  
**Rowena L. Pizarras**  
*Division Nurse*  
**President of the Schools Division Teachers Association**  
**President of the DepEd National Employees Union**

Secretariat : **Elainie C. Centino**  
*Administrative Aide VI*  
**Emily L. Acabo**  
*Division Librarian II*

2. The members of the Division 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.



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph

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

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issuances or any parts thereof which are inconsistent with the provisions of this Regional Memorandum are hereby repealed, rescinded, amended, and modified accordingly.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. Immediate and wide dissemination of this Memorandum is desired.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

WDB/JAAL/ADMIN/atm



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**GRIEVANCE FORM 1**

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





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**GRIEVANCE FORM 2-A**

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



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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**

<b>CERTIFICATE OF FINAL ACTION ON THE GRIEVANCE</b>		
<b>SCHOOL/SECTION/UNIT:</b>	<b>DATE:</b>	
This certifies that the grievance filed by _____ against _____ on _____ has been acted upon by the Committee on _____.		
Final Action/s Taken:		
<b>Grievance Committee:</b>		
_____ Member	_____ Member	_____ Member
_____ Member	_____ Member	_____ Member
	_____ Chairman	
<b>Received by:</b>		<b>Tracking No:</b>

