



Republic of the Philippines
Department of Education

REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
 Superintendent**

16 May 2023

DIVISION MEMORANDUM
 OSDS No. **052**, s. 2023

**COMPOSITION OF THE SCHOOLS DIVISION OFFICE GRIEVANCE MACHINERY
 PROCEEDINGS COMMITTEE**

To: Schools Division Office Personnel
 Public Schools District Supervisors/Principals In-Charge Public Elementary
 and Secondary School Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 35, s. 2004 entitled "Revision of the Grievance Machinery of the Department of Education", the grievance machinery shall refer to a workable system for determining or providing the best way to remedy specific cause/causes of the grievance. It is intended to help promote wholesome and desirable employee relations in the department and to prevent employee discontent and dissatisfaction. The machinery shall aim to:

- a. activate and strengthen the Department's grievance machinery;
- b. settle grievances at the lowest possible level in the Department; and
- c. provide a catalyst for the development of capabilities of personnel to settle disputes.

2. The following shall be the composition of the Schools Division Office (SDO) Grievance Machinery Proceedings Committee of this Division:

	NAME	POSITION
Chairman	Jasmin P. Isla	ASDS
Member	PSDS/Principal In-Charge where the grievance originated	
Member	President of Teachers Association	
Member (ad hoc)	Cristopher T. Frusa	SGOD Chief
Member (ad hoc)	Lalaine SJ. Manuntag	CID Chief
Member (ad hoc)	Ronald Jim S. Somera	AO V (Administrative Services)
Secretariat	Arlene L. Albuna	AO IV (Personnel)
Secretariat	Cherry T. Lozada	AO II
Secretariat	Regine L. Vingno	AO II

RECEIVED 18 MAY 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020 2:32pm



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3. The SDO Grievance Committee shall have original jurisdiction over grievances of employees in the Division. It shall have the appellate jurisdiction over grievances that were not resolved in the District Grievance Committee.
4. In addition to finding the best way to address specific grievance, the committee shall have the following responsibilities:
 - a. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties;
 - b. Develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted at least once every quarter, "talakayan", counselling 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 documentation of the grievance including the preparation and signing of written agreement reached by the parties involved;
 - f. Issue final Certification on the Final Action of the Grievance (CFAG) which shall contain, among other things, the history and final action taken by the agency on the grievance;
 - g. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission concerned.
5. Immediate dissemination of this Memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl: None
Reference: DepEd Order No. 35, s. 2004
To be indicated in the Perpetual Index
under the following subjects

GUIDELINES OFFICIALS
POLICY

RJS/DM- composition of the SDO grievance machinery proceedings committee
0000/May 16, 2023

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