



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

08 Jan 2025

DIVISION MEMORANDUM  
OSDS No. 010, s. 2025

RECONSTITUTION OF THE 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	Levi B. Butihen	ASDS
Member	District Supervisor of the district where the grievance originated	
	President of Teachers Association Secondary/Elementary (depending on the persons involved)	
Secretariat	Lirio P. Espero	AO II



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3. The SDO Grievance Committee shall have original jurisdiction over grievances of employees in the Division. It shall have appellate jurisdiction over grievances that were 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, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: DepEd Order No. 35, s. 2004

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

GUIDELINES

POLICY

LPE/DM-reconstitution of the division grievance committee  
0000/January 6, 2025



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