

- f. Regularly report to the heads of office/unit on the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the NPREC;
- g. Ensure that PBB is implemented before the end of fiscal year 2016;
- h. Address all queries and clarifications related to the implementation of PBB under their jurisdiction; and
- i. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all delivery units and personnel, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.

3. The Division Grievance Committee is composed of the following membership:

Chair:	Romelito G. Flores	- Schools Division Superintendent
Members:	Zenaida B. Porras	- Administrative Officer V
	Kristine E. Guillermo	- Administrative Officer IV (HRMO)
	Arlac G. Billano	- Educ. Program Supervisor
	Shiela Mae V. Parreño	- Accountant
	Agnes G. Muyco	- PESPA Representative

4. All complaints filed before the grievance committee shall be acted upon within fifteen (15) days upon receipt of the committee secretariat. All decisions of the grievance committee are considered final and executor.

5. Immediate and wide dissemination of this Memorandum is desired.

ROMELITO G. FLORES, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

Enclosure: None

References: DepEd Order No. 56, s. 2016

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

COMMITTEES EMPLOYEES EVALUATION PERFORMANCE