Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong

Tayo PARA SA EDUKASYON

DIVISION MEMORANDUM
OSDS No. 03, s. 2020

TO : Chiefs of SGOD and CID
Cluster Heads
Elementary and Secondary School Heads
Division Office Personnel
Teachers and Other Non-Teaching Personnel
All Concerned
This Division

FROM : **MIGUEL P. FILLALAN, JR., CESO VI**
Schools Division Superintendent

SUBJECT : **RECONSTITUTION OF THE DIVISION GRIEVANCE COMMITTEE**

DATE : January 08, 2020

1. Pursuant to DepEd Order No. 35, s. 2004, the Division Grievance Committee is hereby reconstituted and composed of the following:

Chairperson:	Levi B. Butihen	- Asst. Schools Div. Superintendent
Members:	Mayflor D. Romualdo	- Chief, SGOD (Regular Member)
	Arlene Rosa G. Arquiza	- Chief, CID *(Regular Member)*
	Zenaida B. Porras	- Administrative Officer V (Regular Member)

Provisional Members:

Concerning Elementary Teachers
*Jerome C. Silayro -Teacher III, Pres. of CSDTTEA
*District Supervisor/Principal-in-Charge where the grievance originated

Concerning Secondary Teachers
*Jerome C. Silayro -Teacher III, Pres. of CSDTTEA
*School Principal where the grievance originated

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Concerning Non-Teaching Personnel

*Glenda A. Orcinado	-	Administrative Officer IV (HRMO)
*Joey M. Lozano	-	Information Technology Officer I 2nd Level Employees Representative
*Wiljohn M. DelaCruz	-	Administrative Assistant III 1st Level Employees Representative

2. It is understood that the regular members shall sit with the Committee in all the proceedings and the provisional members shall sit in when the grievance is under their jurisdiction as stated above.

3. Each district and school shall also establish a Grievance Committee with the following composition:

District/Cluster Grievance Committee

(1) District Supervisor/Cluster Head or his/her designated representative
(2) Principal of the school where the grievance originated
(3) President of the District Teachers' Association or his/her designated representative

School Grievance Committee

(1) Principal or Head Teacher
(2) President of the Faculty Club
(3) A teacher who is acceptable to both the aggrieved party and the object of the grievance to be appointed by the Principal

4. The Personnel Section or staff-in-charge of personnel matters shall extend secretariat services to the Division Grievance Committee.

5. The Division Grievance Committee shall entertain grievances that were not resolved at the school and district levels.

6. The different Grievance Committees shall follow the procedures for seeking redress of grievance as stated in DepEd Order No. 35, s. 2004, "The Revision of the Grievance Machinery of the Department of Education".

7. This Memorandum shall take effect immediately and remain in force until rescinded by the undersigned or proper authority.

8. Compliance to this Memorandum is highly enjoined.