



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

JAN 13 2026

DIVISION MEMORANDUM

No. 029, s. 2026

**COMPOSITION OF THE SCHOOLS DIVISION GRIEVANCE COMMITTEE
FOR THE YEAR 2026**

To: Assistant School Division Superintendent
Chiefs of CID and SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Other 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 personnel capabilities settling disputes.

2. The following shall be the composition of the Schools Division Grievance Committee including its Secretariat:

Chair: **MARK ANTHONY J. TAN, PhD**
OIC-Assistant Schools Division Superintendent

Members: AD HOC – District Supervisor/ Chair/Coordinator of the district
where the grievance originated

President, Sagay Teacher League

Secretariat: **MARGEOLINA JOYCE S. ALLERA**
Legal Assistant I
Legal Section

JENNIFER JOY G. DUBLIN
Administrative Aide VI
Office of the ASDS

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 not resolved by the District Grievance Committee.



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4. In addition to finding the best way to address specific grievances, the Committee shall have the following responsibilities:

- a. The Committee shall establish its own procedures and strategies. Membership of the Grievance Committee shall be considered part of the members' regular duties;
- b. Develop and implement proactive measures or activities to prevent grievances, such as employee assemblies to be conducted at least once every quarter, counselling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes;
- c. Conduct continuing 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 of the grievance and final action taken by the agency and;
- g. Submit a quarterly report of its accomplishments and status of unresolved grievances.

5. In view of this, Public Schools District Supervisor and School Heads both Elementary and Secondary are enjoined to constitute/reconstitute (if there is an existing) School and District Grievance Committee based on the guidelines set in the memorandum and are requested to submit their respective Grievance Committee for Calendar Year 2026 on or before January 30, 2026 at Records Section. The different Grievance Committees shall be composed as follows:

- a. District Grievance Committee
 - (1) District Supervisor
 - (2) Principal of the school where the grievance originated
 - (3) President of the District Teachers' Association or his/her designated representative.
- b. Schools Division Grievance Committee
 - (1) Principal or School Heads
 - (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 or Head.

6. This Memorandum shall take effect immediately upon its issuance.

7. Immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent



Enclosure : none
Reference : as stated
Allotment : N/A
No. of Pages : _____

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

GUIDELINES POLICY OFFICIALS

FN: rdd/memo/GRIEVANCE