



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

October 2, 2020

DIVISION MEMORANDUM

No. 464, s. 2020

COMPOSITION OF DIVISION GRIEVANCE COMMITTEE

To : ASDS & Chief-EPS
Education Program Supervisors
Public Schools District Supervisors & OIC-PSDS
Public Elementary and Secondary School Heads
Unit/Section Heads and Non-Teaching Personnel
All Other Concerned

1. For the information and guidance of all concerned and in compliance with the CSC Memorandum Circular No. 2, s. 2001 and DepEd Order No. 35, s. 2004, the Division, District and School Grievance Committees is being reorganized as follows:

a. Schools Division Grievance Committee:

Chairman : Dr. Vitaliano A. Luga
Member : Mr. Fermin M. Albutra
: PSDS/OIC PSDS where the grievance originated
: President of Schools District Teachers' Association (If teacher)
: Mr. Guy Aranjuez, NEU President/Representative (If non-teaching)



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

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b. District Grievance Committee:

Chairman : Public Schools District Supervisor/OIC PSDS/Designated Representative
Member : Principal of the school the grievance originated
: President of the District Teachers' Association/Designated Representative

c. School Grievance Committee:

Chairman : Principal or Head Teacher
Member : President of Faculty Club
: A teacher who is acceptable to both the aggrieved party and the object of the grievance to be appointed by the Principal or Head Teacher

2. As provided under the Rules of Procedure of the Department of Education, the Division Grievance Committee shall determine or provide the best way to remedy the specific cause or causes of the grievance. It is intended to help promote wholesome and desirable employee relations in the Division and prevent employee discontentment and dissatisfaction.

3. In order to create a work atmosphere that is conducive to good supervisor-subordinate/employee relations and improved employee morale, the grievance machinery shall aim to:

- a. Activate and strengthen the Division Grievance Machinery in accordance to DepEd Order No. 35, s. 2004;
- b. Settle grievances at the lowest possible level; and
- c. Provide a catalyst for the development of capabilities of personnel to settle dispute.

4. For your guidance and information.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



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