



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

January 6, 2025

DIVISION MEMORANDUM
No. **050** , s. 2025

COMPOSITION OF DIVISION GRIEVANCE COMMITTEE

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Others 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. Eduardo A. Ompad - ASDS
Member : Dr. Wilfreda O. Flor - SGOD Chief
: PSDS/OIC PSDS where the grievance originated
: President of Schools District Teachers' Association (If teacher)
: Mr. Fermin M. Albutra AO V (If non-teaching)

a.1. Division Secretariat :

Chairman : Mr. Lope Hubac – EPSVr, SGOD
Member : Mr. Kenneth Lamoste – Legal Asst. I
Mr. Stephen Sabana - AO II

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.


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of Schools Division Superintendent

FCL/ADMIN/FMA/