



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

09 Dec 2025

DIVISION MEMORANDUM
No. 764, s. 2025

**COMPOSITION OF DIVISION AND SCHOOL GRIEVANCE
COMMITTEE**

To: Assistant Schools Division Superintendent
CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public Elementary and Secondary Schools)
All Others Concerned

1. In compliance with CSC Memorandum Circular No. 2 s. 2001 and DepEd Order No. 35, s. 2004 the Division and School Grievance Committees are being reorganized as follows:

Division Grievance Committee

Chairman: **GLENDA D.S. CATADMAN**
OIC – Asst. Schools Division Superintendent

Co-Chairman: **MARCIANO V. VALLES**
OIC – CID Chief

Members: **IVAN HONORPETTE A. MIJARES**
OIC – SGOD Chief

RONNIE B. YOHAN
Administrative Officer V

Cluster Head where the grievance originated

School Grievance Committee

Chairman: **Principal/Head Teacher**

Members: **Presidents of the Faculty Club**
A teacher who is acceptable to both the aggrieved party and the object of the grievance to be appointed by the school Head



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2. Jurisdiction of the Grievance Committee

The **School Grievance Committee** shall have original jurisdiction over grievances of teachers and non-teaching personnel in the school.

The **Division Grievance Committee** shall have original jurisdiction over grievances of employees in the Division. It shall also have the appellate jurisdiction over grievances that were not resolved in the School Grievance Committee.

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

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

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

5. In addition to finding the best way to address the specific grievance, the committee shall have the following responsibilities:

- a. Establish its own procedures and strategies. Membership of the grievance committee shall be considered part of the members' regular duties.
- b. Develop and implement pro-active measures or activities to prevent grievance such as an employee assembly which shall be conducted once every quarter, "talakayan", counseling and other HRD interventions. Minutes of proceedings of these activities shall be documented for audit purposes.
- c. Conduct continuing information drive of the Grievance Machinery among officials and employees.
- d. Conduct dialogue between and among the parties involved.
- e. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved.
- f. Issue final Certification on the Final Action on Grievance (CFAG) which shall contain, among other things, the history and final action taken by the agency on the grievance, and.



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- g. Submit quarterly reports of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.
6. For the information, guidance and compliance of all concerned.

Homer N. Mendoza

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: None

Reference: As stated

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

COMMITTEES