



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

Office of the Schools Division Superintendent

July 4, 2023

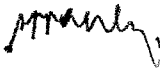
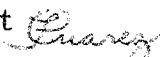
DIVISION MEMORANDUM

No. 250, s. 2023

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 441, S. 2023 ENTITLED
“DEPED REGION VII GRIEVANCE COMMITTEE”**

To: Assistant Schools Division Superintendents
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
Identified Division Section/Unit Heads

1. Disseminating the herein attached Regional Memorandum no. 441, s. 2023 entitled, “DepEd Region VII Grievance Committee”, dated 3 July 2023, for the information and guidance of all concerned.
2. Refer to the attached documents for further details.
3. Immediate and widest dissemination of this Memorandum is desired.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent 

SPP/FCL



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

JUL 03 2023

REGIONAL MEMORANDUM

No. 441, s. 2023

DepEd REGION VII GRIEVANCE COMMITTEE

**TO : Assistant Regional Director
Schools Division Superintendents & OICs
Assistant Schools Division Superintendents & OICs
All Concerned**

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 02, s. 2001 adopted through DepEd Order No. 35, s. 2004 entitled "Revision of Grievance Machinery of the Department of Education", hereby constitutes the DepEd Region VII Grievance Committee, to wit :

Chair : Atty. Fiel Y. Almendra, Assistant Regional Director

Members : Ms. Ida F. Cabantan, Chief Administrative Division

Representative of the Chiefs :

Dr. Emiliano B. Elnar, Jr. Chief QAD

Dr. Benjamin D. Tiongzon, Chief PPRD

Altermates :

Mr. Tomas T. Pastor, Chief ESSD

Mr. Misael G. Bogonia

Secretariat (Personnel Section) :

Jhorina Biadnes, Admin. Aide VI

Cristina Payusan, Admin. Aide VI

2. The members are equipped with the necessary knowledge and ability to handle and resolve grievances and other mediatable issues in the Schools Division Offices. It shall have appellate jurisdiction over grievances that were not resolved in the Schools Division Grievance Committee.

3. In order to expeditiously resolved and properly document the grievance and its proceedings, enclosed are the Grievance Forms, for compliance of parties concerned :

Enclosure 1 - Grievance Form (Grievance Form 1)

Enclosure 2 - Grievance Agreement/Decision Form 2-A and Form 2-B)

Enclosure 3 - Certificate of Final Action on the Grievance Form 3)

3. All previous issuances or any parts thereof which are inconsistent with the provisions of this Regional Memorandum are hereby repealed, rescinded, amended and modified accordingly.

4. Immediate and widest dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ, JD., Ed.D., CESO V
Director IV, Regional Director



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City

Telephone Nos.: (032) 231:1433; (032) 414-7399

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Enclosure 1



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

GRIEVANCE FORM 1

GRIEVANCE FORM		
OFFICE/DIVISION :		DATE :
Name of Aggrieved Party	Position/Title/Designation	Contact Number
Office/Section/District/Division	immediate Supervisor	Contact Number
Name of Person Complained of or Office	Position/Title/Designation/Division	Contact Number
Office/Section/District/Division	immediate Supervisor	Contact Number
ISSUE/S :		
ACTION DESIRED :		
Signature of Aggrieved Party		Recieved by :
		Tracking No. : _____



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Enclosure 2



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Department of Education
REGION VII - CENTRAL VISAYAS

GRIEVANCE FORM 2-A

GRIEVANCE AGREEMENT/DECISION FORM	
OFFICE/DIVISION :	DATE :
Title of the Grievance :	
Summary :	
Steps Towards Settlement :	



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Enclosure 2



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

GRIEVANCE FORM 2-B

GRIEVANCE AGREEMENT/DECISION FORM	
DECISION/S:	
AGREEMENT/S :	
We promise to abide by the above stated agreement on _____.	
Parties	
Aggrieved	Respondent
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
_____ Chairman Grievance Committee	
Recived by :	Tracking No. :



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Enclosure 3



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Department of Education
REGION VII - CENTRAL VISAYAS

GRIEVANCE FORM 3

CERTIFICATE OF FINAL ACTION ON THE GRIEVANCE		
OFFICE/DIVISION :		DATE :
<p>This certifies that the grievance filed by _____ against _____ on _____ has been acted upon by the Committee on _____.</p> <p>Final Action/s Taken :</p>		
Grievance Committee :		
_____	_____	_____
Member	Member	Member
_____	_____	_____
Member	Member	Member

	Chairman	
Recived by :		
		Tracking No. :



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