



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

August 14, 2025

DIVISION MEMORANDUM

No. 422, s. 2025

RECONSTITUTION OF THE DIVISION GRIEVANCE COMMITTEE

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 35, s. 2004, the grievance machinery shall refer to a workable system for determining or providing the best way to remedy specific cause or causes of the grievance. It is intended to promote wholesome and desirable employee relations in the Department and to prevent employee discontent and dissatisfaction.
2. In line with this, the following are assigned as the Members of the Grievance Committee of the Schools Division of Batangas:

	NAME	POSITION
Overall Chairperson	Jofit P. Dayoc	Assistant Schools Division Superintendent
Chairperson: CD 1 and 3	Rhina O. Ilagan	Assistant Schools Division Superintendent
CD 2 and 4	Jofit P. Dayoc	Assistant Schools Division Superintendent
Members:	PSDS	PSDS of the Sub-Office where the Grievance originated
	Lou C. Panaligan	Administrative Officer V
	Joel B. Lubis	President, PSDS
	Dario Untalan	President of the Schools Division Teachers Association
	Aurelia A. Aguila	President, PESPA
	Wilson O. Ojales	President, NAPSSHI

3. Likewise, the Schools and Sub-Offices are hereby mandated to establish their respective grievance committees, as follows:



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


• **SCHOOL GRIEVANCE COMMITTEE**

CHAIRMAN	Principal or Head Teacher
MEMBER	President of the Faculty Club
MEMBER	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

• **DISTRICT GRIEVANCE COMMITTEE**

CHAIRMAN	Public Schools District Supervisor
MEMBER	Principal of the school where the grievance originated
MEMBER	President of the District Teachers' Association

4. In addition to finding the best way to address specific grievance, each grievance committee shall have the following responsibilities:
- Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties;
 - Develop and implement pro-active measures or activities to prevent grievance such as an employee assembly which shall be conducted at least once every quarter, "talakayan", counseling and other HRD interventions
 - Conduct continuing information drive on the Grievance Machinery among officials and employees;
 - Conduct dialogue between and among the parties involved;
 - Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved and
 - Issue final certification on the Final Action on the Grievance (CFAG) which shall contain, among other things, the history and final action taken by the agency on the grievance;
5. Immediate dissemination of and strict compliance of this memorandum is directed.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent
6.19.16



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

Reference: DepEd Memorandum No. 35, s. 2024

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

Issuances – Division Memorandum

KMS/Reconstitution of the Division Grievance Committee/
R2-145690/8-14-25