

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:	Rhina O. Ilagan	Assistant Schools
CD 1 and 3		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:





Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043)722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

Website:www.depedbatangas.com



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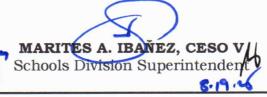
SCHOOL GRIEVANCE COMMITTEE

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:
 - a. Establish its own procedures and strategies. Membership in 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 at least once every quarter, "talakayan', counseling and other HRD interventions
 - c. Conduct continuing information drive on 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 and
 - f. 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.







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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





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