



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools
Division Superintendent
DIVISION MEMORANDUM
No. 493, s. 2023

17 JUL 2023

UTILIZATION OF GRIEVANCE STANDARD REPORT FORMS

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
Teaching/ Non-Teaching Personnel
All Others Concerned

1. In adherence to Regional Memorandum No. 441, S. 2023 titled “DepEd Region VII Grievance Committee”, this office hereby requires the field to utilize the standard grievance forms to properly document the grievance proceedings in respective offices.
2. Attached herewith are the Grievance Forms, for compliance of concerned:
 - Grievance Form 1: ISSUES & ACTIONS DESIRED
 - Grievance Form 2-A: GRIEVANCE AGREEMENT/DECISION FORM (Summary & Steps Towards Settlement)
 - Grievance Form 2-B: (Decision & Agreement)
 - Grievance Form 3: CERTIFICATE OF FINAL ACTION
3. Attached is the copy of Regional Memorandum No. 441, S. 2023, for reference.
4. For your proper guidance and compliance.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

NCO/ MKP-JMA-NLR/OASDS-A/ JMA/mvt
07/11/2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644
Email Address: negros.oriental@deped.gov.ph



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Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

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/S DESIRED:		
_____ Signature of Aggrieved Party		_____ Received by:
Tracking No: _____		



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SCHOOLS DIVISION OF NEGROS ORIENTAL

GRIEVANCE FORM 2-A

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



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GRIEVANCE FORM 2-B

GRIEVANCE AGREEMENT/DECISION FORM

DECISION:

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

Received by:

Tracking No.: _____



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GRIEVANCE FORM 3

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

	Chairman	
Received by:		Tracking No.: _____



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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
Alternates :
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
Email Address: region7@deped.gov.ph

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 _____		Received by : _____
		Tracking No. : _____



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GRIEVANCE FORM 2-A

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



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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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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 _____</p> <p>against _____ on _____ has been acted upon</p> <p>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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