



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal La Trinidad, Benguet

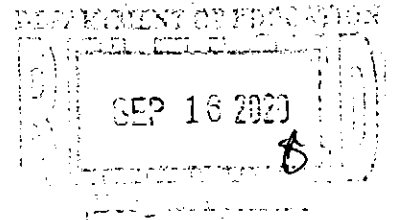


**DIVISION MEMORANDUM No 194 s. 2020**

Date: **September 15, 2020**

To: **All Concerned**

From: **BENEDAM M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent



Subject: **COMPOSITION OF THE SDO BENGUET GRIEVANCE COMMITTEE**

1. Pursuant to DepEd Order No. 35, s. 2004 entitled "Revision of the Grievance Machinery of the Department of Education", the SDO Benguet Grievance Committee shall be composed, as follows:

**SAMUEL T. EGSAEN JR., EdD**

Public Schools District Super I

OIC – Assistant Schools Division Superintendent

Designated Representative – Chairperson

**Members (for DO Personnel):**

**Head of Division/Unit where the grievance originated**

**MARCELINO S. BALDO**

School Principal II

BPSTEA President

**Members (for School Personnel)**

**District Supervisor of the District where the grievance originated**

**MARCELINO S. BALDO**

School Principal II

BPSTEA President

**Secretariat:**

**MARICEL S. CUDIMDIM**

Administrative Officer II

2. In addition to finding the best way to address specific grievance, the 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 present grievance such as an employee assembly which shall be conducted at least 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 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;
  - 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; and
  - g. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.
3. Full cooperation of all concerned is desired to ensure the success of our undertakings.
4. For information and guidance.