

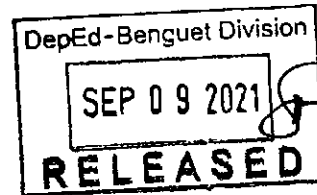


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

September 1, 2021

**DIVISION MEMORANDUM**

No. 355, S2021



**TO: All Concerned**

**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:

**CARMEL F. MERIS**

OIC – Assistant Schools Division Superintendent  
Designated Representative – Chairperson

**Members (for DO Personnel):**

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

**MARYLIN A. TOLBE**

School Principal II

**Members (for School Personnel)**

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

**MARYLIN A. TOLBE**

School Principal II

**Secretariat:**

**MARICEL S. CODIMDIM**

Administrative Officer III

2. In addition to finding the best way to address specific grievance, the committee shall have the following responsibilities:



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- 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.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent



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