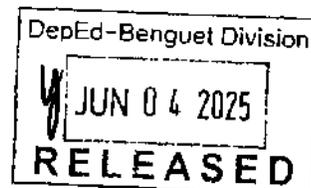




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



June 2, 2025

SPECIAL OFFICE ORDER

No. 21 s. 2025

To:

Assistant Schools Division Superintendent
Public Schools District Supervisor (PSDS)-La Trinidad District
BPSTEА-President
Division HRMO/Personnel Unit
All Others Concerned

COMPOSITION OF THE DIVISION GRIEVANCE COMMITTEE
(Re: Puguis National High School)

1. Pursuant to DepEd Order No. 35, s. 2004, (Grievance Machinery of the Department of Education), the Schools Division Grievance Committee shall be composed of the following:

- (a) Schools Division Superintendent or his or her designated representative;
- (b) District Supervisor/Chair/Coordinator of the district where the grievance originated; and
- (c) The President of the Schools Division Teachers Association or his or her designated representative.

2. The Schools Division Grievance Committee shall have original jurisdiction over grievances of employees in the division that were not orally resolved. It shall also have appellate jurisdiction over grievances that were not resolved in the District Grievance Committee.

3. In view of the letter submitted by the concerned teachers and students of Puguis National High School, the same is hereby treated as an appeal to the grievance conducted by the District Grievance Committee.

4. Thus, to resolve the foregoing appeal, the following personnel are hereby designated to constitute the Schools Division Grievance Committee:

Chairperson:	SAMUEL T. EGSAEN, JR., EdD., CESO VI Assistant Schools Division Superintendent
Member:	DELAROSA V. DELMAS, EdD. PSDS-La Trinidad District MARILYN A. TOLBE BPSTEА-President
Secretariat:	MEL W. ALINGBAS Administrative Officer IV- HRMO II/Personnel Unit

5. **Responsibilities of the Grievance Committee.** In addition to finding the best way to address specific grievances, the committee shall have the following responsibilities:

- (a) Conduct dialogue between and among the parties involved;
- (b) Direct the documentation of the grievance, including the preparation and signing of written agreements reached by the parties involved;
- (c) 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.

6. Immediate dissemination of this memorandum to all concerned is enjoined.



ESTELA P. LEON-CARINO EdD, CESO III
Regional Director and
Concurrent Officer-in-Charge
Office of the Schools Division Superintendent