

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY

DepED
DEPARTMENT OF EDUCATION
Schools Division of Tabuk City
RELEASED

By: _____
Date: 23 / 07 / 2026 Time: 9:45

Office of the Schools Division Superintendent

July 22, 2026

DIVISION MEMORANDUM

NO. **331** s. 2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads
Teachers
All Others Concerned

SUBJECT: GUIDANCE ON THE COMPOSITION OF DIVISION GRIEVANCE COMMITTEE

1. For the information and guidance of all concerned and in compliance with the CSC Memorandum Circular No. 02, s. 2001 and DepEd Order No. 35, s. 2004, the School, District and Division Grievance Committees shall be composed, as follows:

a. School Grievance Committee

- (1) Principal or Head Teacher
- (2) President of the Faculty Club
- (3) 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.

b. District Grievance Committee

- (1) District Supervisor/Coordinator or his/her designated representative
- (2) Principal of the school where the grievance originated
- (3) President of the District Teachers' Association or his or her designated representative.

c. Schools Division Grievance Committee

- (1) Schools Division Superintendent or his or her designated representative
- (2) District Supervisor/Chair/Coordinator of the district where the grievance originated
- (3) The President of the Schools Division Teachers Association or his or her designated representative.

2. As provided under the Rules of Procedure of the Department of Education, the grievance machinery shall refer to a workable system for determining or providing the best way to remedy the specific cause or causes of the grievance. It is intended to help promote wholesome and desirable employee relations in the Division and to prevent employee discontent and dissatisfaction. In order to create a work atmosphere that is conducive to good supervisor-employee relations and improved employee morale, the machinery shall aim to:

- a. activate and strengthen the Department's existing grievance machinery;



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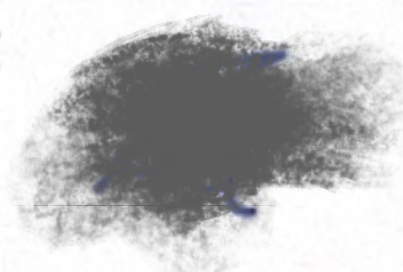


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- b. settle grievances at the lowest possible level in the Department; and
 - c. provide a catalyst for the development of capabilities of personnel to settle disputes.
3. The Grievance Machinery shall apply to all levels of officials and employees in the Division, including non-career employees whenever applicable.
 4. Grievance proceedings shall not be bound by legal rules and technicalities. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
 5. For information and dissemination.


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
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OIC- Schools Division Superintendent 



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