



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 050, s. 2025

MAR 11 2025

COMPOSITION OF THE SCHOOL GRIEVANCE COMMITTEE

To: Chief, Functional Divisions
All Others Concerned

1. Pursuant to DepEd Order No. 35, s. 2004 titled "Revision of the Grievance Machinery of the Department of Education", the grievance machinery shall refer to a workable system for determining or providing the best way to remedy specific cause/causes of the grievance. It is intended to help promote wholesome and desirable employee relations in the department and to prevent employee discontent and dissatisfaction. The machinery shall aim to:

- activate and strengthen the Department's grievance machinery;
- settle grievances at the lowest possible level in the Department; and
- provide a catalyst for the development of capabilities of personnel to settle disputes.

2. The following shall be the composition of the School Grievance Committee including its Secretariat:

	NAME	POSITION
Chairman	Mia Ariana P. Tanciongco	Director III, School Director
Member	Alma R. Garcia	Chief, Student Affairs Division
Member	Ronald P. Bantugan	Chief, Academic Affairs Division
Member	Bernadette Dela Cruz	Chief, Finance Division
Member	Oliver V. Arevalo	SAO, Administrative Division
Member	Pepito Hernandez	Master Teacher I
Secretariat	Romina S. Velasco	Administrative Officer V
Secretariat	Margioleh G. Alonzo	Project Development Officer III

3. The School Committee shall have original jurisdiction over grievances of employees in the school.

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

- Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members regular duties;
- Develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted at least



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once every quarter, counselling, and other HRD interventions. Minutes of the 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 documentation of the grievance including the preparation and signing of written agreement reached by the parties involved;
 - f. Issue final certification on the Final Action of the Grievance (CFAG) which shall contain, among other things, the history and final action taken by the agency on the grievance;
 - g. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission concerned.
5. Immediate dissemination of this Memorandum is directed.


MIA ARIANA B. TANCIONGCO, PhD
Director III
School Director

Encl.: None
Reference: as stated
To be indicated in the Perpetua Index under the following subjects

GUIDELINES POLICY

OSD01/AD02 March 5, 2025



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