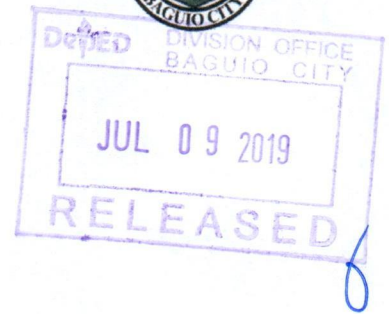
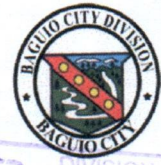




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, Baguio City  
Tel. No.: 446-6138 Fax: (074) 442-7



Office of the Schools Division Superintendent  
Division Memorandum No: 276 S.2019

**To** : Division Grievance Committee  
District Grievance Committee  
Public School Grievance Committee  
BCS TEA President  
BCS NTEA President  
NAPPSHI President  
PESPA President  
  
All Others Concerned



**Subject** : **Grievance Machinery Flowchart and Forms**

**Date** : **July 3, 2019**

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In the pursuit of expeditious resolution of grievances pursuant to **D.O. 35, S. 2004** (Revised Grievance Machinery) of the Department of Education, you are hereby enjoined to utilize the attached **Form 1** (Grievance Form), **Form 2** (Grievance Agreement/Decision Form), **Form 3** (Certificate of Final Action on the Grievance) and Grievance Machinery.

Please be guided accordingly.

  
FEDERICO P. MARTIN, Ed.D., CE.d.D., CESO V  
Schools Division Superintendent 





Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



Document Code: GF-OASDS-02  
Revision: 00  
Effectivity Date: 03-07-2019

*Grievance Agreement/Decision Form*

**Name of Office: OASDS**

Title of the Grievance:

Summary:

Steps Toward Settlement:



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
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 Tel. No.: (074) 442-7819



Document Code: GF-OASDS-02  
 Revision: 00  
 Effectivity Date: 03-07-2019

***Grievance Agreement/Decision Form***

**Name of Office: OASDS**

Decision/s:

Agreement/s :

We promise to abide by the above stated agreement on \_\_\_\_\_ 20\_\_\_\_.

**Parties**

Aggrieved	Respondent
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

\_\_\_\_\_  
 Chairman, Grievance Committee

Received by: \_\_\_\_\_

Tracking No. \_\_\_\_\_



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Document Code: GF-OASDS-03  
 Revision: 00  
 Effectivity Date: 07-03-2019

***Certificate of Final Action on the Grievance***

**Name of Office: OASDS**

This certifies that the grievance filed by \_\_\_\_\_ against  
 \_\_\_\_\_ on \_\_\_\_\_ has been acted upon by  
 the Committee on \_\_\_\_\_.

Final Action/s Taken:

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Vice - Chairperson, Grievance Committee

\_\_\_\_\_  
 Chairman, Grievance Committee

Received by:

Tracking No.\_\_\_\_:

# Grievance Machinery

