



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



Office of the Regional Director

**REGIONAL ORDER**  
002-2020

**TO :** SCHOOLS DIVISION SUPERINTENDENT  
 ALL RO FUNCTIONAL DIVISION CHIEFS/UNIT  
 ALL OTHERS CONCERNED

**SUBJECT :** RECONSTITUTING THE COMPOSITION OF THE REGIONAL  
 GRIEVANCE COMMITTEE

- Pursuant to DepED Order No. 35, s. 2004 (Revision of the Grievance Machinery of the Department of Education) and CSC Memorandum Circular No. 2, s. 2001 (Revised Policies on the Settlement of Grievance in the Public Sector), the composition of the Regional Grievance Committee is hereby reconstituted as follows effective immediately:

**Chairperson:** FLORANTE E. VERGARA  
 OIC-Assistant Regional Director

**Co-chairperson:** EDGARDO T. ALOS  
 Chief Administrative Officer

**Members:**

ATTY. SEBASTIAN G. TAYABAN  
 Chief Administrative Officer

ATTY. VANESSA B. FLORA  
 Attorney IV

AIDA L. PAYANG  
 Chief Education Supervisor, QAD

MARIE CAROLYN B. VERANO  
 Schools Division Superintendent  
 SDO Baguio

ELEONORA A. ALBIDAS  
 Bilis Aksyon Program Partner Designate

DALTON S. TELIAO  
 Legal Assistant II  
 2<sup>nd</sup> Level Representative

ROMULO B. BASA  
 Education Program Supervisor  
 2<sup>nd</sup> Level Representative

To: All School Administrators, Principals & Teachers In-Charge  
 (Elementary & Secondary)  
 FOR YOUR INFORMATION & APPROPRIATE ACTION

*Marie Carolyn B. Verano*  
 MARIE CAROLYN B. VERANO, CESO V  
 Schools Division Superintendent







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**DUMAS D. ABAN**  
Administrative Officer II  
1<sup>st</sup> Level Representative

**MATHEMAR B. MONTES**  
Administrative Aide IV  
1<sup>st</sup> Level Representative

**SECRETARIAT:** **JANETTE O. PAYANG**  
Administrative Aide IV

**MARY CRIS B. SOTELO**  
Administrative Assistant I

2. The Grievance Committee per DepED Order No. 35, s. 2004, has the following responsibilities:
  - 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 prevent grievance such as an employee assembly which shall be conducted at least once every quarter, "talakayan", counseling 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 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;
  - g. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.
3. Please be guided accordingly.

  
**MAY B. ECLAR PhD, CESO V**  
Regional Director

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