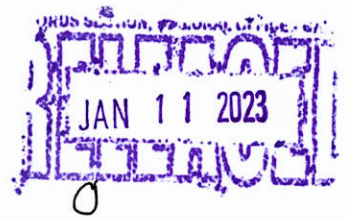




Republic of the Philippines
Department of Education
CARAGA REGION



January 10, 2023

OFFICE MEMORANDUM

No. 01-026, s. 2023

To: **ATTY. FIEL Y. ALMENDRS**
ELIZALDE BERNALES
ISIDRO M. BIOL, JR.
JOEL B. ROSALES
SHERYL R. PUYO
This Region

COMPOSITION OF REGIONAL GRIEVANCE COMMITTEE

1. Pursuant DepEd Order 35, s. 2004 dated June 3, 2004 otherwise known as the Revision of Grievance Machinery in the Department of Education and in the exigency of the service, this is to inform you of your designation as the Chairman, Vice Chairman and Members of the Regional Grievance Committee effective immediately upon receipt hereof, as follows:

Chairperson: **ATTY. FIEL Y. ALMENDRA**
Vice Chair: **ELIZALDE BERNALES**
Members: **ISIDRO M. BIOL, JR.**
JOEL B. ROSALES
SHERYL R. PUYO

2. As such, you are mandated to discharge and perform the following functions inherent to the designated position, to wit:

- a. Establish each own procedure that will be used in the conduct of Grievance.
- b. Develop and implement pro-active measure that will likely to prevent grievance or complaints.
- c. Conduct dialogue between and among the parties involved in the grievance.
- d. Conduct continuing information drive on the significance of Grievance Machinery.
- e. Direct the documentation of the proceedings and the signing of agreements reached between the parties, and
- f. Such other duties attached to the Committee.

3. Prior issuances inconsistent herewith are hereby modified and or amended accordingly.

MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: NONE

Reference/s: DO 35, s. 2004

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE GRIEVANCE MEMORANDUM

ASD/jbr
01/10/2023



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020