



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

13 December 2024

**DIVISION MEMORANDUM**  
No. 640 s. 2024

TO : Assistant Schools Division Superintendent  
SDO Chiefs, Section/Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Other Concerned

**RECONSTITUTION OF THE DIVISION GRIEVANCE COMMITTEE**

1. DepEd order No. 35, s.2024, otherwise known as the "Revision of the Grievance Machinery of the Department of Education," provides that the Schools Division Grievance Committee shall have original jurisdiction over grievances of employees in the Division that were not orally resolved. It shall also have appellate jurisdiction over grievances not resolved in the District Grievance Committee.
2. The Division Grievance Committee is hereby reconstituted as follows:

**a. In the exercise of its Original Jurisdiction**

**Chairperson** **Delfin A. Bondad**  
*OIC-Assistant Schools Division Superintendent*

**Members**

1. **Marivic T. Camacho**  
*EPS-Values Education*
2. **The President of Teaching related or Non-teaching Associations or its authorized representative where the parties involved are members**
  - **Deped National Employees Union (NEU)**  
*Virgilio J. Molina*  
*Permanent Representative*  
*Jennifer B. Metica*  
*Alternate Representative*
  - **EPS Association**  
*Gina L. Custodio or authorized representative*
  - **PSDS Association**  
*Elias V. Abundo or authorized representative*



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**b. In the exercise of its Appellate Jurisdiction**

**Chairperson** **Delfin A. Bondad**  
*OIC- Assistant Schools Division Superintendent*

**Members**

- 1. District Supervisor or In-charge of the district where the grievance originated**
- 2. The President of teaching or Non-teaching Associations or its authorized representative where the parties involved are members**

- **Deped National Employees Union (NEU)**  
Virgilio J. Molina  
*Permanent Representative*  
Jennifer B. Metica  
*Alternate Representative*
- **Alliance of concerned teachers**  
Jose D. Bonifacio *or authorized representative*
- **Catanduanes Association of Secondary School Heads (CASSH)**  
Efren O. Matienzo *or authorized representative*
- **Catanduanes Association of Elementary Schools Principals (PESPA)**  
Ruben Jose V. Tria *or authorized representative*
- **Catanduanes Public Schools Employees Association**  
Ruben Jose V. Tria *or authorized representative*

- 3. This reconstitution shall take effect on December 13, 2024 until revised.**
- 4. Immediate dissemination and compliance with this Memorandum is directed.**

**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

References: Civil Service Commission MC No. 11s. 2021  
RA No. 11313  
To be indicated in the Perpetual Index



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