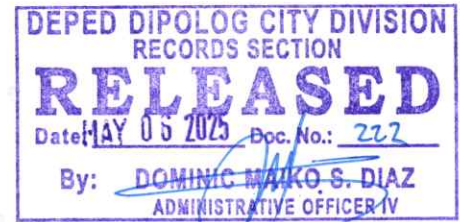




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



DIVISION MEMORANDUM
No. 222, s. 2025

GRIEVANCE MACHINERY FORMS

To: Chiefs of the SGOD and CID
Public Schools District Supervisors/District-in-Charge
Elementary and Secondary School Heads
Grievance Committees (School Level, District Level, Division Level)
Teaching and Non-Teaching Personnel
This Division

1. In the pursuit of expeditious resolution of grievances pursuant to DepEd Order No. 035, s. 2004 (Revised Grievance Machinery of the Department of Education), all concerned are hereby enjoined to utilize the attached **FORM 1** (Grievance Form), **FORM 2** (Grievance Agreement/Decision Form), **FORM 3** (Certificate of Actions Taken) for all grievances indorsed to the school, district and division levels, in accordance with the Department of Education's grievance machinery.
 - **FORM 1 (GRIEVANCE FORM):** This FORM is to be completed by the complainant/aggrieved party, outlining the details of the grievance.
 - **FORM 2 (GRIEVANCE AGREEMENT FORM):** This FORM shall be used to document any agreements reached during the grievance process, if there is any. Both parties are required to sign the document.
 - **FORM 3 (CERTIFICATE OF ACTION):** Upon resolution of the grievance, this form shall serve as official documentation of the actions taken by the committee.
2. For information, guidance and strict compliance.


MA. LIZA R. TABILON, CESO V
Schools Division Superintendent



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@depd.gov.ph
Website: www.depddipolog.net
Facebook: DepEd Tavo – Division of Dipolog City



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GRIEVANCE FORM (Form 1)

<i>Name of Aggrieved Party</i>	<i>Name of Respondent</i>
<i>Position / Title / Designation</i>	<i>Position / Title / Designation</i>
	<i>Office / Section / School / District / Division</i>
ISSUE/S:	
ACTIONS DESIRED:	

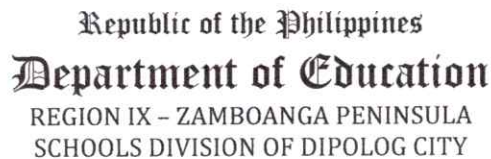
Signature of Aggrieved Party

Received by

Date



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tavo – Division of Dipolog City



<i>Name of Aggrieved Party</i>	<i>Name of Respondent</i>
<i>Position / Title / Designation</i>	<i>Position / Title / Designation</i>
<i>Title of the Grievance</i>	
SUMMARY:	
DECISION/S:	
AGREEMENT/S:	
<p>We promise to abide by the above-enumerated agreements we made on _____ at _____ (name of school/office).</p>	
<p>_____ Signature of the Aggrieved Party</p>	<p>_____ Signature of the Respondent</p>
<p>Witnessed by:</p>	
<p>_____ Witness</p>	<p>_____ Witness</p>



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CERTIFICATION (Form 3)

<i>Name of Aggrieved Party</i>	<i>Name of Respondent</i>						
<i>Position / Title / Designation</i>	<i>Position / Title / Designation</i>						
<i>Title of the Grievance</i>							
List of Action/s Taken:							
<p>This certifies that the grievance filed by _____ against _____ on _____ has been acted upon by the Committee on _____ pursuant to DepEd Order No. 035, s. 2004.</p> <p>Issued this _____ in Dipolog City.</p> <table><tr><td>_____ Member, Grievance Committee</td><td>_____ Member, Grievance Committee</td></tr><tr><td>_____ Member, Grievance Committee</td><td>_____ Member, Grievance Committee</td></tr><tr><td colspan="2">_____ Chairman, Grievance Committee</td></tr></table>		_____ Member, Grievance Committee	_____ Member, Grievance Committee	_____ Member, Grievance Committee	_____ Member, Grievance Committee	_____ Chairman, Grievance Committee	
_____ Member, Grievance Committee	_____ Member, Grievance Committee						
_____ Member, Grievance Committee	_____ Member, Grievance Committee						
_____ Chairman, Grievance Committee							