



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

November 25, 2024

DIVISION MEMORANDUM
NO. 883, s. 2024

**CONDUCT OF THE SEMINAR-WORKSHOP ON THE GRIEVANCE MACHINERY
PROCEDURE OF DEPED AND ALTERNATIVE MODES OF SETTLING DISPUTE
IN SCHOOLS**

TO : Assistant Schools Division Superintendents
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All others concerned

1. The Schools Division Office of Pampanga, through the Legal Services Unit, aims to equip school leaders and faculty club representatives with the knowledge and tools they need to support fair, efficient, and respectful conflict resolution processes within schools.
2. In line with this, said unit will conduct a 2-day Seminar-Workshop for school leaders and faculty club representatives to equip them with a deeper knowledge of the grievance procedures, alternative dispute resolution, and other related laws which can be applied in their respective school.
3. The schedule and venue of the Seminar-Workshop are as follows:

Day 1 (December 4, 2024 – Wednesday)	Greene Manor, Lazatin Blvd., CSFP
Day 2 (December 5, 2024 – Thursday)	Otel Pampanga, Lazatin Blvd., CSFP

4. The two-day seminar-workshop aims to:
 - a. provide participants with a clear understanding of the grievance procedures as outlined in DepEd Order 35, s. 2004.
 - b. deepen participants' knowledge of the Magna Carta for Teachers and its connection to the grievance process.



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- c. emphasize the role of school heads and faculty presidents in effectively managing and resolving disputes.
 - d. introduce alternative dispute resolution methods as supplementary tools for conflict management.
 - e. empower participants with the ability to apply these procedures and strategies in practical scenarios.
5. Public Schools District Supervisors shall select the participants for their respective districts.
6. The number of participants per district shall be as follows:

District	No. of school head participants	No. of Faculty club representative / grievance committee participants	Total per District
Apalit	2	3	5
Arayat East	3	3	6
Arayat West	3	3	6
Bacolor North	3	3	6
Bacolor South	3	3	6
Candaba East	3	3	6
Candaba North	3	3	6
Candaba West	3	3	6
Floridablanca East	3	3	6
Floridablanca West	3	3	6
Guagua East	3	3	6
Guagua West	3	3	6
Lubao East	3	3	6
Lubao North	3	3	6
Lubao West	3	3	6
Macabebe East	3	3	6
Macabebe West	3	3	6
Magalang North	3	3	6
Magalang South	3	3	6
Masantol North	3	3	6
Masantol South	3	3	6
Mexico North	3	3	6



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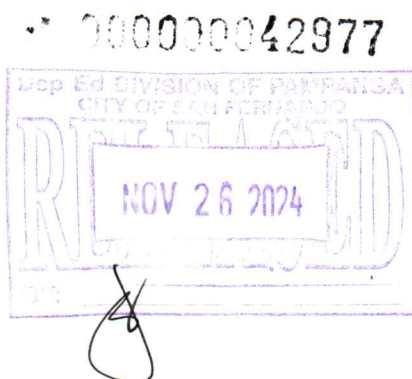
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Mexico West	3	3	6
Minalin	2	3	5
Porac East	3	3	6
Porac West	3	3	6
San Luis	2	3	5
San Simon	2	3	5
Sasmuan	2	3	5
Sta. Ana	2	3	5
Sta. Rita	2	3	5
Sto. Tomas	2	3	5

- PSDSs shall register their participants using this link:
<https://tinyurl.com/GMD-ADR>.
- Travel expenses of the participants shall be charged to the MOOE or other local funds subject to usual accounting and auditing rules.
- The training matrix / schedule is attached herewith.
- Wide dissemination and compliance to this memorandum is earnestly desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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Training Matrix
**CONDUCT OF THE SEMINAR-WORKSHOP ON THE GRIEVANCE MACHINERY
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DAY 1

Greene Manor, Lazatin Blvd., CSFP
December 4, 2024

Time	Activity	Persons/Office Responsible
8:00 AM – 9:30 AM	Registration / Preliminaries	Secretariat
9:30 AM - 12:00 NN	Session 1 The Grievance Machinery Procedure of the Department of Education (D.O. 35, s. 2004)	Speaker 1
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 4:00 PM	Session 2 The Revised Rules of Procedure in the Department of Education (D.O. 49, s. 2006) and The Localized Child Protection Policy (D.O. 40, s. 2012)	Speaker 2
4:00 PM– 5:00 PM	Open Forum	Speaker 2
END OF DAY 1		

DAY 2

December 5, 2024
Otel Pampanga, Lazatin Blvd., CSFP

Time	Activity	Resource Speaker
8:00 AM – 9:00 AM	Preliminaries	Secretariat
9:00 AM - 11:00 AM	Session 3 Introduction to the Alternative Modes of Settling Disputes in Schools	Resource Speaker 3
11:00 AM - 12:00 NN	CLOSING PROGRAM	