



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City





DIVISION MEMORANDUM
No. 542, s.2019


July 29, 2019

COMPOSITION OF THE DIVISION GRIEVANCE COMMITTEE

To: Noreliza Misal- Accountant III
Luzminda Jasmin- EPS
Jonathan Rellon- PESPA President
Rosario Diamante- Division NEU Chapter Representative
Atty. Glein Mark Bodiongan- Legal Officer
Aleli Chiong- HRMO
Raquel Cedeño- Principal Ruparan NHS
Leilani Señires- SHSDC

1. This is in reference to DepEd Order No. 2, s. 2015, re: **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd).**
2. Attached are the copies of the composition and the terms of reference for your guidance.
3. You are hereby directed to attend a conference with the ASDS-OIC SDS on August 1, 2019 at 1:00PM.
4. For your information and compliance.


WINNIE E. BATOON, EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent 

DepEd Schools Division of Digos City
RECORDS SECTION
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DATE: 30 JUL 2019 TIME: 9:51
BY: 

ronald dedace: July 29, 2019 Compositions of Division Performance Management Team and Division Grievance Committee

Composition of the Division Grievance Committee

Chair: Winnie E. Batoon-SDS

Members:

1. Atty. Glein Mark Bodingan- Legal Officer
2. Aleli Chiong- HRMO
3. Luzminda Jasmin-EPS
4. Noreliza Misal-Accountant
5. Jonathan Rellon-PESPA Representative
6. Rosario Diamante-NEU

X. Grievance

69. A Grievance Committee shall be created in each level of the organization to act as appeals board on all issues relating to the implementation of RPMS. The composition of the Grievance Committee is detailed on Table 6 below.

Table 6. Composition of the Grievance Committee

Central Office	Regional Office	Schools Division Office	Schools ³
<p>Chair: Undersecretary for Legal and Legislative Affairs</p> <p>Members:</p> <ul style="list-style-type: none"> • Director of Administrative Service • Chief of Legal Division • DepEd NEU President 	<p>Chair: Regional Director</p> <p>Members:</p> <ul style="list-style-type: none"> • Legal Officer • HRMO • EPS • Accountant • Budget Officer • Reg'l PASS President • NAPSSHI or NAPSSPHIL representative • NEU Regional Chapter Representative 	<p>Chair: SDS</p> <p>Members:</p> <ul style="list-style-type: none"> • Legal Officer • HRMO • EPS • Accountant • PESPA representative • NEU 	<p>Chair: ASDS</p> <p>Members:</p> <ul style="list-style-type: none"> • PSDS* • HRMO/AO • Principal* • Master Teacher/Head Teacher* • Teachers Association*

XI. Appeals

70. The office performance assessment as discussed in the performance review and conference shall be final and not appealable. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference.

71. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Head of Office. An office/unit or individual employee, however, shall not be allowed to protest the performance ratings of other office/unit or co-employees. Ratings obtained by other office/unit or employees can only be used as basis or reference for comparison in appealing one's office or individual performance rating.

72. The PMT shall decide on the appeals within one month from receipt.

Appeals lodged at any PMT shall follow the hierarchical jurisdiction of various PMTs in an agency. For example, the decision of the Provincial PMT is appealable to the Regional PMT which decision is in turn appealable to the National/Central Office PMT.

The decision of the PMT in the central office or departments may be appealed to the head of office.

73. Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the CSC or at its regional office within 15 days from receipt of the order or notice of separation.

XII. Funding Requirements

74. Funds for training, and monitoring and evaluation related to RPMS including preparation of materials/forms shall be charged against the Human Resource Training and Development (HRTD) Funds.

³ Elected representatives shall follow the clustering of schools.