



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-578

To : Public Schools Administrators  
Identified Division Personnel  
All Others Concerned

Subject : **CORRIGENDUM TO THE CAPACITY BUILDING ON ENHANCING  
SCHOOL-LEVEL GRIEVANCE HANDLING AND COMPLAINT  
MANAGEMENT FOR PUBLIC SCHOOL HEADS**

Date : August 28, 2025

1. This has reference to the Division Memorandum No.2025-253 re: **Attendance to the Capacity Building on Enhancing School-Level Grievance Handling and Complaint Management for Public School Heads** dated August 26, 2025.
2. In connection to the above activity the nurse on duty on August 28-29, 2025 is Ms. Dhelmie Christine S. Penas, RN, in lieu of Mrs. Daissy Jane P. Sanoy, RN who is on leave.
3. Other provisions of the above-cited memorandum remain in effect.
4. Travel expenses shall be charged to Local funds, subject to the usual accounting and auditing rules and regulations.
5. For information and strict compliance.

*Melanie P. Estacio*  
MELANIE P. ESTACIO, Ph.D. CESO VI  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

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DATE: AUG 28 2025 TIME: 7:19 PM  
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Republic of the Philippines  
Department of Education  
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 257

To : Public School Heads  
Identified Division Personnel  
All Others Concerned

Subject : ATTENDANCE TO THE CAPACITY BUILDING ON  
ENHANCING SCHOOL-LEVEL GRIEVANCE HANDLING  
AND COMPLAINT MANAGEMENT FOR PUBLIC  
SCHOOL HEADS

Date : August 26, 2025

1. In line with the Department of Education's commitment to promote a responsive and transparent education system, this Division announces the conduct of the **Capacity Building on Enhancing School-Level Grievance Handling and Complaint Management** for Public School Heads in Digos City.
2. This activity aims to equip school heads with appropriate knowledge, skills, and strategies in addressing and managing grievances and complaints within their respective school communities in accordance with DepEd policies and existing legal frameworks.
3. The capacity building will be conducted on the following schedule:
  - **Date:** August 28-29, 2025
  - **Venue:** Sky Garden, Balutakay, Bansalan, Davao del Sur
4. All public school heads in the Division of Digos City are **required to attend** the said activity. Moreover, the members of the technical working group are as follows:
  1. Atty. Clarisse Joy C. Arnaez-Llaban – Attorney III
  2. Japheth Algen Genita – Technical Assistant II
  3. Jose Israel Maravilles – Project Development Officer I



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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

4. Daisy Jane P. Sanoy – Nurse II
5. For the detailed schedule, the program for the above-mentioned activity is attached herewith in this Memorandum.
6. Travel expenses and other incidental expenses relative to the participation of school heads shall be charged against local funds or School MOOE, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum is desired.

**MELANIE P. ESTACIO, PhD., CESO VI**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

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