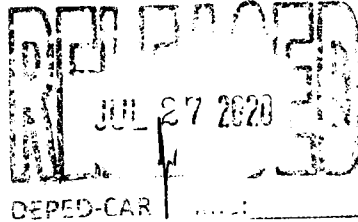




Republic of the Philippines
Department of Education
Cordillera Administrative Region

Office of the Regional Director

Regional Memorandum
No. 208 - 2020



July 24, 2020

APPLICATION OF DEPED ORDER NO. 35, S. 2004 (*Revision of the Grievance Machinery of the Department of Education*) ON THE IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT AND RELATED ISSUES AND CONCERNS

To: **OIC-Office of the Assistant Regional Director
Schools Division Superintendents
Division Grievance Committees
District Grievance Committees
School Grievance Committees
Public Schools District Supervisors
School Heads
Teachers
All others concerned**

1. On March 15, 2020, the Department of Education issued DepEd Memo No. 43 s 2020 entitled "*Guidelines on the Alternative Work Arrangement in the Department of Education in light of the Covid-19 Stringent Social Distancing Measures*" in line with Resolutions No. 11 and 12 issued by the Inter-Agency Task Force on Covid-19 (IATF), which provides for Alternative Work Arrangements that ensures the observance of stringent social distancing measures in NCR and Region IV-A from March 15 to April 14, 2020. The provisions of the DepEd Memo were extended to cover the whole of Luzon when it was placed under Enhanced Community Quarantine on March 17, 2020. It was prolonged thru DepEd Memoranda Nos. 54 and 56, s. 2020 in compliance with subsequent IATF issuances, Executive Orders, and the Bayanihan Law;
2. In May 2020, the Civil Service Commission issued Memorandum Circular No. 10 entitled "*Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in Government During the Period of State of National Emergency Due to Covid-19 Pandemic*" which enumerated the modes of alternative work arrangements and the parameters of its implementation for all government agencies and instrumentalities under the Civil Service which includes the Department of Education;





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3. Subsequently, on June 15, 2020, the Department of Education issued DepEd Order No. 11, s 2020 entitled "*Revised Guidelines on Alternative Work Arrangements in the Department of Education during the period of State of National Emergency due to Covid-19 Pandemic*" pursuant to CSC MC No. 10 s. 2020 and other previous issuances of the Department and the IATF which provides the alternative work arrangements in the Department guided by strict observance of applicable health measures and in consideration of the continuity of DepEd programs and services at all levels;
4. In compliance with DepEd Order No. 11, s 2020, the Regional Office issued RM Nos. 144 and 153, s. 2020 entitled "*Interim Guidelines for Work Arrangement in Offices and Schools in DepEd CAR*" and RM No. 166 s. 2020 entitled "*Work Arrangement for Personnel in Schools and Community Learning Centers in Preparation for SY 2020-2021*" which reiterated the modes of alternative work arrangement and the Safe Return Measures to be implemented by the Regional Office, Division Offices, and the Schools in order to ensure safety of DepEd employees as they physically go back to work in the Offices and Schools;
5. Notwithstanding all the above issuances and guidelines, the Regional Office has received several issues and concerns regarding the implementation of alternative work arrangement;
6. Considering that work related issues and matters giving rise to employees' dissatisfaction and discontent are to be acted upon through the Grievance Machinery¹, ALL issues and concerns relative to Alternative Work Arrangements within the School and the Schools Division shall be addressed and resolved in accordance to DepEd Order No. 35, s 2004 (Revision of the Grievance Machinery of the Department of Education);
7. At the first instance, the employee/aggrieved party shall present his/her grievance orally or in writing to his/her immediate supervisor, who, shall, within three (3) days from date of presentation, inform the employee orally of his/her decision. However, if the object if the grievance is the immediate supervisor, the aggrieved party may bring the grievances to the next higher supervisor.² If the aggrieved party is not satisfied with the verbal decision, he/she may submit the grievance in writing, within five (5) days to the next higher supervisor who shall render his/her decision within five (5) working days from receipt of the grievance;³

¹ No. V.6, DepEd Order No. 35, s 2004 (Revision of the Grievance Machinery of the Department of Education)

² No. VI.1, DepEd Order No. 35, s 2004

³ No. VI.2, DepEd Order No. 35, s 2004





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8. The decision of the next higher supervisor may be elevated to the Grievance Committee within five (5) working days from receipt of the decision;⁴
9. The School Grievance Committee shall have original jurisdiction over grievances of teachers and non-teaching personnel in the school that were not orally resolved;⁵
10. The District 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 that were not resolved in the School Grievance Committee;⁶
11. 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 that were not resolved in the District Grievance Committee.⁷ If the aggrieved party is not satisfied with the decision of the Division Grievance Committee, he/she may elevate the same to the Regional Grievance Committee;
12. The Regional 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 that were not resolved in the Division Grievance Committee;⁸
13. The Grievance Committee shall have ten (10) days from receipt hereof to conduct investigation and hearing, and render a Decision within five (5) working days after the investigation.⁹

For guidance and compliance.


MAY B. ECLAR, PhD, CESO V
Regional Director

⁴ No. VI.3, DepEd Order No. 35, s 2004

⁵ No. VII.1.a, DepEd Order No. 35, s 2004

⁶ No. VII.1.b, DepEd Order No. 35, s 2004

⁷ No. VII.1.c, DepEd Order No. 35, s 2004

⁸ No. VII.1.d, DepEd Order No. 35, s 2004

⁹ No. VI.3, DepEd Order No. 35, s 2004

