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Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

Department of Education
National Capital Region
RECORDS AND PUBLICATION UNIT

RELEASED

19 JAN 2017
January 16, 2017

REGIONAL MEMORANDUM

No. 10 s. 2017

GRIEVANCE HANDLER'S ALTERNATIVE DISPUTE RESOLUTION COURSE

To: Schools Division Superintendents

1. The Department of Education, this Region, shall conduct the above-captioned activity, tentatively scheduled on February 07-8, 2017. The venue shall be announced later through a Memorandum/Advisory, together with the indentified participants per Schools Division Office, after procurement process shall have been completed.
2. For the identification of participants, each Division Office must submit at least 5 nominees.
3. The nominees must possess the following:
 - a. Previous training on Alternative Dispute Resolution; and
 - b. Has not been held been guilty by final judgment of any criminal or administrative offense.
4. The Regional Office shall screen the nominees and the final list of participants shall form part of the final announcement.
5. The Division Offices must submit the list of their nominees using the format provided herein as Annex 'A' on or before January 25, 2017 to this Office, Attention: Regional Legal Office.
6. The participants shall undergo a special Alternative Dispute Resolution course designed to educate and equip them with the necessary knowledge and ability to handle and resolve grievances and other mediatable issues in the School and Division Offices, whenever necessary.
7. After the conclusion of the course, the participants shall be designated as members of a core group of grievance handlers and they shall, together with the Regional and Division Legal Offices, be the focal persons to strengthen the grievance mechanism in the Division Offices.


PONCIANO A. MENGUITO
Director IV

ANNEX A:

Name of Nominees	Designation	ADR Training Completed	Training Provider	Inclusive dates of training
1.				
2.				
3.				
4.				
5.				

The undersigned attests to the truthfulness of the facts provided above.

Schools Division Superintendent