



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

September 28, 2023

DIVISION MEMORANDUM

No. 569, s. 2023

To: **JAIME LEON T. CARDONA**
OIC-Assistant Schools Division Superintendent
Chairperson

LITA V. JONGCO
Public School District Supervisor DLC X
Member

RAYMUND VOCES REMANDABAN
President, Division Teachers Association
Member

**DESIGNATION OF THE DIVISION GRIEVANCE COMMITTEE
CONCERNING GRIEVANCE FILED BY SOME HEAD TEACHERS OF SAN
JOSE NATIONAL HIGH SCHOOL**

1. Pursuant to Item No. 3.c under No. VI of DepEd Order No. 35, s. 2004, entitled "**Revision of the Grievance Machinery of the Department of Education**", you are hereby designated as Chairperson/Members of the Division Grievance Committee (DGC) to hear the grievance filed by Ms. Verna D. Estrella, Ms. Nelsie T. Abordo, Ms. Amelita M. Octaviano and Ms. Salvacion Q. Maquilan against Mr. Larry Penalosa, Principal, and Mr. Facundo Gamez, Administrative Officer IV, of San Jose National High School.
2. You are hereby directed to conduct an investigation within fifteen (15) working day and a hearing ten (10) working days from receipt of this Memorandum. Further, you are instructed to submit a Decision in writing and shall contain all relevant facts and circumstances as well as the law or rule that was applied, if any, within five (5) days from the termination of the proceeding.



JUDELLA R. LUMPAS EdD, CESO VI
Schools Division Superintendent

