



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

October 2, 2023

**DIVISION MEMORANDUM**

No. 588, 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 AGAINST MS. VERNA ESTRELLA AND  
MS. NELSIIE T. ABORDO**

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 some teachers and non-teaching personnel of San Jose National High School against Ms. Verna D. Estrella, Ms. Nelsie T. Abordo, of the same 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

