



**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang, Malaybalay City

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com), Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



**DIVISION MEMORANDUM**

**NO. 265, s. 2017**

**TO :** **ATTY. OPHELIA PILAR RUBIO-ZAMORA, Legal Unit**  
**LORENZO O. CAPACIO, Chief Education Supervisor SGOD**  
**ROSIE SALUPADO, EPS-SGOD**  
**JUTHEL L. NAYRA, Administrative Officer V**  
**JESUS V. MURING, EDD, PSDS-District I**  
**BONIFACIO M. PALO, PSDS- District V**  
**CARLOS E. RARA, PSDS- District IV**  
**ABA Q. ALLABA, PSDS- District III & II**  
**JOVY G. MOLINA, PSDS- District VI**  
**NOEL A. TAN NERY, PSDS- District VII**  
**COSLITA K. MURING, PSDS- District VIII**  
**ROMIL T. JABONERO, PSDS- District IX**  
**MANNY B. PIMENTEL, PSDS- District X**  
**ALL ELEMENTARY AND SECONDARY SCHOOLS HEADS**  
**This Division**

2017-06-049  
 DepED-MALAYBALAY CITY DIVISION  
**RELEASED**  
 DATE: JUN. 06 2017 TIME: 11:55  
 BY: *Vergara*

**FROM :** *[Signature]*  
**EDILBERTO L. OPLENARIA, CESO VI**  
 OIC-Schools Division Superintendent *[Signature]*

**DATE: JUNE 6, 2017**

**RE : ADDENDUM TO DIVISION MEMORANDUM NO. 254 RE: PARTICIPATION TO THE SEMINAR WORKSHOP ON DEPED GRIEVANCE MACHINERY & ALTERNATIVE DISPUTE RESOLUTION- MEDIATION**

1. In order to ensure that grievances shall be settled at the lowest level possible and all disputes subject to mediation shall be managed in a fast, fair and non-adversarial process resulting to harmonious relationship among employees in the workplace, a Seminar-Workshop on Department of Education's Grievance Machinery and Alternative Dispute Resolution-Mediation will be conducted by cluster, to wit:

DATE	PARTICIPANTS
June 13, 2017	Districts I&II
June 14, 2017	Districts III & IX
June 15, 2017	Districts IV&X
June 19, 2017	Districts V &VI
June 20, 2017	Districts VII &VIII

2. The venue of the Seminar-Workshop will be at **The Garden Party Venue, Claro M. Recto Extension, Malaybalay City.**



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3. **All Public Elementary and Secondary School Heads are directed to send two (2) representatives from their schools, preferably those who are members of the School Grievance Committee, to attend the Seminar-Workshop and submit their names on or before June 8, 2017 to the Legal Unit of this Division (Attention: Atty. Ophelia Pilar E. Rubio-Zamora).** See attached list of schools and paying participants.
4. A registration fee of Three Hundred Twenty-Five Pesos (Php325.00) shall be collected per participant which shall cover two snacks (AM & PM) and lunch. Registration and travel expenses of the participants shall be charged against School MOOE subject to the existing accounting rules and regulations.
5. All queries concerning this activity are advised to be referred to Atty. Ophelia Pilar E. Rubio-Zamora, Attorney III of the Division.
6. For compliance.

Cc: Legal/Records

TO BE POSTED IN THE WEBSITE