



Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OF BULACAN

November 8, 2023

Division Memorandum  
 No. 477, s. 2023



**TRAINING SEMINAR ON GRIEVANCE MACHINERY, ALTERNATIVE  
 DISPUTE RESOLUTION, AND REVISED RULES AND PROCEDURE  
 IN ADMINISTRATIVE CASES**

To: Public School District Supervisors (PSDS)  
 School Principals in Secondary Level  
 All Others Concerned

1. In accordance with DepEd Order No. 35, s. 2004; DepEd Order No. 15, s. 2012; and DepEd Order No. 49, s. 2006, the legal unit of Schools Division of Bulacan will conduct a two-day seminar on **November 16 and 17, 2023 (Thursday and Friday)** to improve the knowledge of the teachers on how to resolve disputes and grievances at the lowest level possible (School level) and to apprise and make them familiar with the existing rules on administrative cases;
2. This Office hereby directs all the District Supervisors (for Elementary level) and School Principals (for Secondary level) of the Schools Division of Bulacan to designate participants to represent their respective schools in the said seminar, as follows:

Total Elementary Schools = 442	Total Secondary Schools = 104
3 Participants per district <u>x 33 Districts in Bulacan</u> 99 Participants (DAY 1)	1 Participant per school <u>x 104 Secondary Schools</u> 104 Participants (DAY 2)

3. The names of the recommended participants are expected to be sent to this office through their respective District Representatives and/or School Principals on or before November 10, 2023 via email at [legalbulacan@deped.com.ph](mailto:legalbulacan@deped.com.ph).
4. For further information, queries, and clarifications, you may communicate to the legal unit at the said email address;
5. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
 Schools Division Superintendent 



## Annex A TRAINING MATRIX

Schedule	Day 1 Elementary Level (November 16, 2023)	Day 2 Secondary Level (November 17, 2023)
8:00 – 8:30 a.m.	REGISTRATION/BREAKFAST	
8:30 – 9:00 a.m.	OPENING PROGRAM	
9:00 – 10:15 a.m.	<b>SESSION 1</b> D.O. No. 35, 2004 Grievance Machinery (LEGAL ASST. ROQUE)	<b>SESSION 4</b> D.O. No. 35, 2004 Grievance Machinery (LEGAL ASST. ROQUE)
10:15 a.m.–10:30 a.m.	HEALTH BREAK/SNACK	
10:30 a.m. – 12:00p.m.	<b>SESSION 2</b> D.O. No. 15, 2012 Alternative Dispute Resolution (LEGAL ASST. ROQUE)	<b>SESSION 5</b> D.O. No. 15, 2012 Alternative Dispute Resolution (LEGAL ASST. ROQUE)
12:00 p.m. –1:30 p.m.	LUNCH BREAK	
1:30 p.m. – 3:00 p.m.	<b>SESSION 3</b> D.O. No. 49, s. 2006 Admin. Rules and Procedure (ATTY. LOPEZ)	<b>SESSION 6</b> D.O. No. 49, s. 2006 Admin. Rules and Procedure (ATTY. LOPEZ)
3:00 p.m. – 3:15 p.m.	HEALTH BREAK/SNACK	
3:15 p.m. – 4:30 p.m.	<b>GROUP ACTIVITY</b> D.O. No. 49, s. 2006 Admin. Rules and Procedure (ATTY. LOPEZ)	<b>GROUP ACTIVITY</b> D.O. No. 49, s. 2006 Admin. Rules and Procedure (ATTY. LOPEZ)
4:30 p.m. – 5:00 p.m.	CLOSING REMARKS	
END		