



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

April 5, 2022

REGIONAL MEMORANDUM

No. **311**, s. 2022

**2021 AGENCY REPORT ON ALTERNATIVE DISPUTE RESOLUTION (ADR)
 PROGRAMS AND PROCEDURES TO THE DEPARTMENT OF JUSTICE –
 OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION**

To: Schools Division Superintendents
 All Others Concerned

- Attached is Memorandum **DM-HROD-2022-0492** relative to the submission of Report on Alternative Dispute Resolution (ADR) Programs and Procedures for the Year 2021 which must be submitted **on or before April 19, 2022**.
- Immediate dissemination of and compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director 



Enclosure: As indicated

References: None

To be indicated in the Perpetual Index under the following subjects:

ALTERNATIVE DISPUTE RESOLUTION

ORD-LU-MJSC





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Republika ng Pilipinas

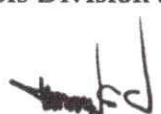
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMEMORANDUM
DM-HROD-2022-0492

TO : Regional Directors
Schools Division Superintendents

FROM : 
WILFREDO E. CABRAL
Regional Director, DepEd and
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : Request for the 2021 Agency Report on Alternative Dispute
Resolution (ADR) Programs and Procedures of the Department of
Education to the Department of Justice-Office for Alternative
Dispute Resolution

DATE : 18 March 2022

RECEIVED
Date / Tracking No.
4/5/22
AP

In reference to Section 6 of Advisory No. 2021-1 entitled "Guidelines for the Design, Establishment, Implementation, Management, and Monitoring of Alternative Dispute Resolution Programs in the Executive Branch" issued by the Office for Alternative Dispute Resolution (DOJ-OADR), an attached agency of the Department of Justice, which states that DOJ-OADR shall prepare an annual report to be submitted to the Office of the President on the status of ADR use in government agencies, the Office of the Secretary of the Department of Education is being requested by the DOJ-OADR to submit its 2021 report on the status of ADR use in the DepEd.

To prepare for this report, the Bureau of Human Resource and Organizational Development (BHROD) hereby requests from your Regional Office/Schools Division Office the following data:

1. Total number of received mediation cases
2. Number of received mediated cases that have been settled, unsettled, and still pending settlement
3. Number of in-house neutrals¹
4. Number of DepEd-accredited neutrals

¹ ADR neutrals or practitioners, as defined in OADR Advisory 2021-1, are individuals acting as mediator, conciliator, arbitrator, neutral evaluator, or any person exercising similar functions in any ADR system.

HRD email
4/5/22

Please see the attached template of the Report on ADR Programs and Procedures.

In addition to this, kindly require all your considered DepEd in-house neutrals or ADR practitioners to accomplish this form: <https://bit.ly/3Kz3Yui>.

The submission shall be made **on or before 19 April 2022** to BHROD through the **Personnel Division** through email at bhrod.pd@deped.gov.ph, copy furnish **Mr. Joseph Martin C. Riofrio** at joseph.riofrio@deped.gov.ph.

For immediate compliance. Thank you.

[BHROD-PD/Riofrio]

Report on Alternative Dispute Resolution (ADR) Programs and Procedures
 (as required by Executive Order No. 97, s. 2012)
 For the Year 2021

Agency / GOCC: _____

ADR Programs/ Procedures*	Case Statistics				ADR Neutrals			Trainings			Funding		Remarks (including reasons for cases not settled)
	Received/ Handled**	Settled	Not Settled	Pending	No. of In-House Neutrals	No. of Agency-Accredited Neutrals	Name/s of External ADR Provider Organization/s (if any)	Dates Covered	No. of Participants	Name/s of External ADR Training Provider Organization/Resource Persons (if any)	Fund Source	Budget Allocation Amount	
ADR Program/Procedure 1 (briefly describe)													
ADR Program/Procedure 2 (briefly describe)													
ADR Training Program 1 (briefly describe)													
ADR Training Program 2 (briefly describe)													

* Briefly describe each ADR program/procedure and the mode used (mediation, conciliation, arbitration, etc.) including, but not limited to, the following:

- a) Grievance, complaints and other administrative dispute resolution mechanisms among agency personnel;
- b) Administrative resolution of public or external client complaints against agency personnel; and
- c) Resolution of complaints, disputes and claims among clients, service providers and other external parties.

Attach a copy of governing agency rules/guidelines including service fees and accreditation of external ADR service providers, if any.

** Total number of cases received/handled, including carry over from the previous year.

Prepared by:

Reviewed by:

Submitted by:

Staff in Charge
 Position/Designation, Unit

Senior Official in Charge
 Position/Designation

Head of Agency
 Position

Telephone number: _____

Email address: _____

Date submitted: _____