



Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF BONGABONG  
OFFICE OF THE MUNICIPAL MAYOR

**EXECUTIVE ORDER**  
**(No. 38 Series of 2022)**

**AN ORDER ESTABLISHING THE FACT-FINDING COMMITTEE OF THE LOCAL GOVERNMENT UNIT OF BONGABONG, ORIENTAL MINDORO**

**WHEREAS**, Section 6, Article IX-A of the 1987 Philippine Constitution provides that the Civil Service Commission (CSC) may promulgate its own rules concerning pleadings and practices before it or before any of its offices;

**WHEREAS**, Section 12 (2), Chapter 3, Title I, Subtitle (A), Book V of the Administrative Code of 1987 (Executive Order No. 292) empowers the Civil Service Commission, among others, to prescribe, amend and enforce rules and regulations to effectively carry into effect the provisions of the Civil Service Law and other pertinent laws which include the procedure in administrative cases in the Civil Service;

**WHEREAS**, pursuant to the above mandate the CSC promulgated the Revised Rules on Administrative Cases in the Civil Service last July 3, 2017;

**WHEREAS**, Republic Act 7160 or the Local Government code of 1991 (LGC,) particularly Sections 83 to Section 88 thereof provides that the administrative discipline and investigation of Municipal Government of Bongabong employees rest on the Municipal Mayor and shall be in accordance with Civil Service law and rules and other pertinent laws;

**WHEREAS**, in order to ensure proper observance of due process, and to avoid delay in the proper disposition or resolution of complaints and cases against municipal government employees, there is a need to create a Fact-Finding Committee defining its powers, functions and duties in the conduct of administrative investigations;

**NOW, THEREFORE I, ELEGIO A. MALALUAN**, Municipal Mayor of Bongabong, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby establish the Fact-Finding Committee of the Local Government Unit of Bongabong;

**SECTION 1. COMPOSITION**

The Fact-Finding Committee of the Municipality of Bongabong shall be composed of the following persons, to wit:

<b>NAME</b>	<b>DESIGNATION</b>
<b>Chairperson:</b>	
Atty. Eduardo M. Magsino	Secretary to the Sangguniang Bayan
<b>Members:</b>	
Mr. Renel M. Malacapo	Municipal Civil Registrar
Mr. Gregorio S. Reyes, EnP	Municipal Planning and Development Officer
Ms. Elizabeth A. Villanueva	Municipal Budget Officer
Mr. Gary Louie A. Sapinit	Municipal Agriculturist
Ms. Areane Jazzel G. Benjamin, CPA	Human Resource Management Officer
Mr. Geronimo R. Isler	Municipal Treasurer Office
Ms. Sharon G. Angeles	Municipal Budget Office

## **SECTION 2. FUNCTIONS AND DUTIES**

The Fact-Finding Committee, created to conduct administrative proceedings relative to complaints made against employees of the Municipal Government of Bongabong, shall have the following functions and duties:

1. Conduct formal Investigations pursuant to Rule 8 of the Revised Rules on Administrative Cases in the Civil Service (RRACCS), and Section 86 of Republic Act 7160 otherwise known as the Local Government Code of the Philippines to ascertain truthfulness of the complaint, and thereafter submit the findings and recommendations to the Municipal Mayor upon the conclusion of the same;
2. Conduct necessary proceedings, conferences, hearings, propound on clarificatory and relevant questions, summon all parties concerned, if necessary, and/or issue notices, and other lawful processes to appropriate individuals relative to a complaint filed against an employee of the Municipal Government;
3. Evaluate all the facts and circumstances of the case and submit its findings and recommendations to the Local Chief Executive.
4. Perform such other functions as may be necessary to the foregoing and as the undersigned may assign from time to time relative to investigations or complaints made against employees of the Municipal Government.

## **SECTION 3. REPEALING CAUSE**

All rules and regulations, executive orders, memoranda, or any part thereof, previously promulgated in conflict with or contrary to these Executive Order or any portion thereof, are hereby repealed or modified accordingly.

## **SECTION 4. SEPARABILITY CLAUSE**

If any portion or provision of this Executive Order is declared unconstitutional or invalid, the other portions or provisions hereof, which are not affected thereby shall continue in full force and effect.

## **SECTION 5. EFFECTIVITY**

This Executive Order shall take effect immediately and shall remain enforced unless revoked or amended. Let copies of this Order be furnished to all concerned for their information, guidance, and action.

**DONE** in the Municipality of Bongabong, Oriental Mindoro, this 2<sup>nd</sup> of November, 2022.

**ELEGIO A. MALALUAN, O.D.**  
Municipal Mayor