



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

**EXECUTIVE ORDER
(No. 07 Series of 2022)**

**AN ORDER CREATING A GRIEVANCE MACHINERY COMMITTEE IN THE
LOCAL GOVERNMENT OF BONGABONG**

WHEREAS, the CSC issued revised policies in the Settlement of Grievance in the Public Sector Contained in CSC Res. No. 010113 dated January 10, 2001 and through the CSC Memorandum Circular No. 02, s. 2001;

WHEREAS, one of the provisions of said circular is the creation of Grievance Machinery Committee in each LGU to implement the objectives of the circular;

WHEREAS, the objectives of the Grievance Machinery are:

- To promote harmony in the workplace that leads to good supervisor-employee relations they improve individual moral and interpersonal relationships in the organization.
- To settle grievance at the lowest possible level in the organization.
- To serve as a catalyst for the development of capabilities of personnel on dispute settlements, especially among supervisors in the agency.

WHEREAS, in order to implement properly the above objectives, there is a need to create said committee.

NOW THEREFORE, I, HON. ELEGIO A. MALALUAN, by virtue of the power vested in me under Republic Act No. 7160 or the Local Government Code of 1991 hereby order:

SECTION 1. That the Composition of the Grievance Committee shall be the following:

Chairperson:

Hon. Elegio A. Malaluan, OD. -----*Municipal Mayor*

Focal Person:

Renel M. Malacapo. -----*Municipal Civil Registrar*

Members:

Atty. Eduardo M. Magsino ----- *Secretary to the Sangguniang Bayan*

Areane Jazzel Benjamin-----*HRMO- Designate*

Hon. Niño Sergio Olegario D. Liwanag ----- *Chairperson Committee on Legal
SB Member*

Geronimo R. Isler ----- *Administrative Aide IV
1st Level Representative*

Sharon G. Angeles ----- *Budget Officer I
2nd Level Representative*

SECTION 2. That the Grievance Committee shall develop and implement pro-active measures that would prevent grievance and/ or settle differences among employees;

SECTION 3. That the Grievance Committee shall establish its own procedures & strategies, membership in the grievance committee shall be considered part of the member regular duties.

SECTION 4. That the Grievance Committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and tender a decision within (5) working days after the investigation.

SECTION 5. That the Grievance Committee shall submit a quarterly report of its accomplishments and status of unresolved grievance to the Civil Service Commission Regional Office

SECTION 6. 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 7. 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 8. 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 14th of February, 2022.



ELEGIO A. MALALUAN, O.D.
Municipal Mayor