



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER 025-2016

AN ORDER CREATING A GRIEVANCE COMMITTEE TO HEAR ADMINISTRATIVE CASES AGAINST APPOINTED OFFICIALS AND EMPLOYEES OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, Civil Service Commission Circular No. 02 Series of 2001 mandates that all agencies shall establish grievance machinery to address grievance between or among government officials and employees;

WHEREAS, Section 86 of the Local Government Code of 1991 provides that "In any local government unit, administrative investigation may be conducted by a person or a committee duly authorized by the Local Chief Executive;

WHEREAS, to address some complaints regarding malfeasance, misfeasance and nonfeasance of Municipal officials and employees and to afford the parties particularly the respondent(s), protection of his/their constitutional rights, a grievance committee to hear administrative cases shall be created.

NOW, THEREFORE, I, ARISTEO A. BALDOS, JR., Local Chief Executive of Municipality of Pinamalayan, by virtue of the powers vested in me by law, do hereby order and direct the creation of a grievance committee, as follows:

Section I. CREATION. A Grievance Committee is hereby created to hear all administrative cases against appointed Municipal officials and employees.

Section II. COMPOSITION. The Committee shall be composed of the following:

Chairman : Mirasol J. Santos
Municipal Administrator

Members : Helen M. Garcia - Admin. Asst. II / 1st Level Representative
Rosenio A. Toriano - M.P.D.C. / 2nd level Representative

Head of the Office of the Department Concerned

It is hereby provided that in the event that a department head or any one of the committee members is the respondent in the administrative case thus filed, he/she shall be disqualified to sit as a member of this committee, and the Executive Assistant IV, will take his/her place instead.



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Section III. DUTIES AND FUNCTIONS. The Committee shall perform the following functions:

1. Conduct hearings on the cases brought against appointive local officials and employees in accordance with the Civil Service Law, rules and regulations and other pertinent laws;

2. Submit their findings and recommendation/s to the local chief executive within fifteen (15) days from the conclusion of the hearings; and

3. The Committee Chairman is hereby authorized to the following:

- a. Issue notices to the parties and the witnesses to call for their appearance during the investigation;
- b. Administer oath to anyone of the parties and their witnesses;
- c. Conduct a formal investigation on the complaint thus filed;
- d. Secure documents, papers and pertinent data from any department/office of the Municipal Government and other agencies of the national government;
- e. Make reports on the conduct and progress of the investigation;
- f. Make recommendations on the disciplinary action to be taken against the respondent/s;
- g. Perform such other tasks as may necessarily be required in the implementation of his duties and functions; and
- h. Perform such other tasks/functions as may be delegated or authorized by the
Municipal Mayor.

Section IV. SECRETARIAT. The Human Resource Management Division (HRMD) shall be the Secretariat of this Committee.

Section V. EFFECTIVITY. This Executive Order shall take effect immediately upon signing hereof.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines
this 25th day of July, 2016.


ARISTEO A. BALDOS, JR.
Municipal Mayor