



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No. 043-284-3146

EXECUTIVE ORDER 26-2023

AN ORDER RECONSTITUTING THE DISCIPLINARY AND INVESTIGATING COMMITTEE OF MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, Section 84 of the Local Government Code states that investigation and adjudication of administrative complaints against appointive local officials and employees as well as their suspension and removal shall be in accordance with the civil service law and rules and other pertinent laws”;

WHEREAS, on 18 November 2011, the Civil Service Commission promulgated the 2017 Revised Rules in Administrative Cases in the Civil Service (RRACCS) providing for the rules on procedure to govern the disposition of disciplinary and non-disciplinary administrative cases in the civil service;

WHEREAS, Section 9 of 2017 RRACCS provides that the Chief Executive of the local government unit shall have concurrent jurisdiction with the Civil Service Commission over complaints against local officers and employees;

WHEREAS, Section 86 of the aforementioned law permits a person or committee duly authorized by the local chief executive to conduct of administrative investigation;

WHEREAS, there is a need to reconstitute the Disciplinary and Investigating Committee to adhere to the abovementioned Resolution and to implement its provisions with the end view of instilling discipline and order among the officers and employees of this LGU.

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 the reconstitution of Disciplinary and Investigating Committee of the Municipal Government of Pinamalayan, Oriental Mindoro, as follows:

Section 1. COMPOSITION. The Disciplinary and Investigating Committee shall be composed of the following:

Chairperson:

MR. DANIEL Q. FRUELDA

- Acting Municipal Administrator

Members:

ENP ROSENIO A. TORIANO

- Municipal Planning and Development Coordinator

MS. JUDY DG. MORENTE

- Municipal Accountant

MS. NEMIA B. MONSANTO

- MGDH I, HRMO

MS. MARIA CORAZON F. MARAYAN

- Legislative Staff Officer II

MS. MA. CORAZON P. DINGLASAN

- Admin. Officer IV/Second Level Representative

MS. CATHERINE O. SAPUSAO

- Administrative Aide III/ First Level Representative

SECTION 2. POWERS AND FUNCTIONS. The Disciplinary and Investigating Committee shall exercise powers and authority to:





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1. Receive administrative complaints involving both disciplinary and non-disciplinary cases against the officers and employees of the Municipal Government of Pinamalayan;
2. Initiate motu-proprio complaints against any appointive officers and employees of the Municipal Government of Pinamalayan;
3. Conduct fact-finding investigation on all appointive officers and employees of the Municipal Government of Pinamalayan;
4. Conduct hearings, preliminary/format investigation, subpoena and swear in witnesses, and require the parties to submit affidavits and/or present document and other evidences on administrative cases brought against appointive official and employees of the Municipal Government of Pinamalayan;
5. Submit its findings and recommendations to the Mayor;
6. The Disciplinary/Investigating Committee shall likewise exercise such other inherent, implied and incidental powers and functions as may be necessary to give effect to its main powers and authority.

SECTION 3. SECRETARIAT. The Secretariat of the Committee shall be composed of the following staff:

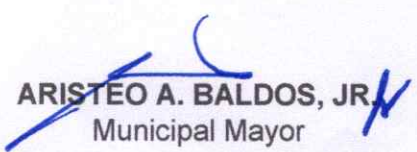
MS. MARIA JENESSA MAGADIA
MS. ANA ROSE E. MORALES

- Administrative Aide IV, MAssO
- Administrative Assistant II, MAdO

The Secretariat shall assist the committee in the exercise of its functions like the recording of its proceedings, transcribing the records of the proceedings, preparation and furnishing of notices, orders, and other processes to the interested parties, and performing such other incidental and inherent administrative functions.

Section 4. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 29th day of May, 2023 in the Municipality of Pinamalayan, Province of Oriental Mindoro.


ARISTEO A. BALDOS, JR.
Municipal Mayor

