

MPDO



Republic of the Philippine
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN



BAGONG PILIPINAS

OFFICE OF THE MUNICIPAL MAYOR

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

Email: mayoroffice@pinamalayan.gov.ph

Telephone No.043-284-7145

EXECUTIVE ORDER 015-2025

AN ORDER RECONSTITUTING THE GRIEVANCE COMMITTEE OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, Rule XII (Complaints and Grievance) of the Omnibus Rules Implementing Book V of Executive Order 292 and other pertinent Civil Service Laws mandates the creation of Grievance Committee in every department or agency, including Local Government Units, which shall among others be responsible for the implementation of the grievance procedure set forth under said rules;

WHEREAS, there is a need to reconstitute the existing Grievance Committee of the Municipal Government of Pinamalayan to ensure its functionality, compliance with Civil Service rules, and responsiveness to the evolving needs of the municipal workforce;

WHEREAS, the reconstitution of the Grievance Committee is necessary to ensure fair and just treatment of all employees, prevent unresolved issues from escalating, and foster a harmonious and productive working environment in the local government;

NOW, THEREFORE, I, RODOLFO M. MAGSINO, Local Chief Executive of Municipality of Pinamalayan, by virtue of the powers vested in my by law, do hereby order the reconstitution of the Grievance Committee of Municipal Government of Pinamalayan, Oriental Mindoro, as follows:

Section 1. COMPOSITION. The Grievance Committee shall be composed of the following:

Chairperson:

ENP ROSENIO A. TORIANO

- MPDC/Municipal Administrator-Designate

Members:

MS NEMIA B. MONSANTO

- MGDH I, HRMO

MR. DANNY S. VILLACRUSIS

- Municipal Agriculturist

MS. MICHELLE M. SULIT

- Acting Slaughterhouse Master

MS. MICHELLE M. JOSOL

- Market Specialist III/Second Level Representative

MS. GINA S. LANOT

- Administrative Assistant I/First 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, the Pinamalayan Municipal Employees Association (PIMEA) will recommend one member to take his/her place instead.

Section 2. DUTIES AND FUNCTIONS. The Committee shall perform the following duties and functions.:





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- a. Establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the members' regular duties;
- b. Develop and implement pro-active measures or activities to prevent grievance such as employee's assembly which shall be conducted at least once every quarter, "talakayan", counselling and other HRD interventions;
- c. Conduct continuing informative drive on Grievance Machinery among officials and employees in collaboration with personnel unit;
- d. Conduct dialogue between and among parties involved;
- e. Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance top management;
- f. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
- g. Issue certification on the Final Action on the Grievance (CFAG) which shall contain, among other things, the following information: history and final action taken by the agency on the grievance; and
- h. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

Section 3. SECRETARIAT. The following personnel shall be the Secretariat of the Committee:


MS. EUNICE P. MAGCULANG
MS. LYN T. OZAR

- Administrative Officer V
- Administrative Officer III

Section 4. REPEALING CLAUSE. All executive issuances that are inconsistent with or contrary to the provisions of this Executive Order are hereby repealed.

Section 5. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 28th day of **July 2025** in the Municipality of Pinamalayan, Oriental Mindoro.


RODOLFO M. MAGSINO
Municipal Mayor

