



Executive Order No. 024
Series 2022

AN ORDER ORGANIZING THE GRIEVANCE MACHINERY

WHEREAS, pursuant to CSC Resolution No. 010113 dated January 10, 2001, the LGU of Cabarroguis adopts the Revised Policies on Grievance Machinery which seeks to promote harmony in the workplace, thereby faster the productivity of each member of the organization;

WHEREAS, to create a work atmosphere conducive to good supervisor-employee relations and improve employee morale;

WHEREAS, these policies developed and refined in consultation with Municipal Officials and Employees Association;

NOW THEREFORE, I, AVELINO N. AGUSTIN, JR. Municipal Mayor of Cabarroguis, Quirino by virtue of the power vested in me by law do hereby order the organization of the Grievance Machinery in the Municipality of Cabarroguis.

SECTION I. Composition of Grievance Machinery

MR. FERDINAND Q. ANAS-CHAIRPERSON
Municipal Human Resource Management Officer

MR. ERWIN C. DANA O
SB Secretary (Legislative Branch)

MR. RUEL M. MAUYAO
Municipal Budget Officer (Executive Branch)

MRS. HERMINIGILDA T. GAMET
Asst. PESO Manager/Representative of the Woman

MRS. DIOSALINDA F. SINGSON
Local Assessment Operations Officer- III (1st Level Representative)

MR. MARCOS S. AGUSTIN
Registration Officer-III (2nd Level Representative)

MS. MA. JOHMELIA R. LANTION
Administrative Officer-V (Secretariat)

MRS. ARMIELYN V. DAGDAG
Administrative Officer-V (Secretariat)

MR. ALVIN T. PASCUAL
Admin. Aide-VI (Secretariat)

HON. AVELINO N. AGUSTIN, JR.
Municipal Mayor

SECTION II. Functions of the Grievance Machinery

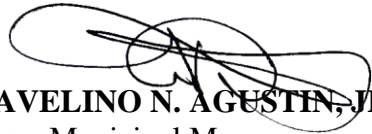
In addition to finding the best way to address specific grievance, the committee shall have the following responsibilities:

1. Establish its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the members regular duties;
2. Develop and implement pro-active measure or activities to prevent grievance such as employee assembly which shall be conducted at least every month, “talakayan”, counseling and other HRD Interventions. Minutes of the proceedings of these activities shall be documented for audit purposes;
3. Conduct continuing information drive on Grievance Machinery among officials and employees in collaboration with the personnel unit;
4. Conduct dialogue between and among the parties involved;
5. Conduct an inquiry within ten (10) working days after the inquiry. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management;
6. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
7. 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
8. Submit a quarterly report of its accomplishments and status of unresolved grievance to the Civil Service Commission Regional Office concerned.

SECTION III. EFFECTIVITY

This Executive Order shall take effect immediately upon approval.

Done this 15th day of July, 2022 at Cabarroguis, Quirino.


AVELINO N. AGUSTIN, JR.
Municipal Mayor

Cc:
HRMO
CSC-Field Office