

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 002
Series of 2020

AN ORDER RE-ORGANIZING THE GRIEVANCE MACHINERY, PROVIDING FOR
ITS COMPOSITIONS, POWERS AND FUNCTIONS AND FOR OTHER PURPOSE

WHEREAS, the Revised Policies on the settlement of Grievance in the Public Sector as per CSC Resolution No. 010113, dated January 10, 2001 and CSC Memorandum Circular No. 2, Series of 2001, provides the establishment of a Grievance Machinery to best address grievances between or among government officials and employees, and promote harmony in the workplace.

NOW, THEREFORE, I, VERGEL C. MENESES, Municipal Mayor of Bulakan, Province of Bulacan, by virtue of the powers vested in me by law, do hereby order the creation of the Grievance Machinery and hereby provides for its compositions, powers and function follows:

I. COMPOSITION

Chairman: Hon. VERGEL C. MENESES
Municipal Mayor

Members: Dr. Reynaldo P. Gloria
Municipal Administrator

Department heads or their equivalent positions chosen from among themselves

- a. Leonora Hernandez ✓
- b. Adoracion Sanchez ✓
- c. Ma. Victoria Morelos ✓
- d. Ramon Jacinto Rodrigo ✓

Members from the rank-and-file

- a. Marissa De Lino ✓
- b. Jerico Cunanan ✓

Alternative Representative

- a. Pricilla Reyes
- b. ~~Pastor Joel M. Gabriel~~ May Dela Cruz

Secretariat: ~~Leonora Hernandez~~ Stefania

II. DUTIES AND FUNCTIONS:

1. Develop and implement pro-active measures that would prevent grievance, such as employee assembly which shall be conducted at least once every quarter. **"talakayan"**, counselling, HRD interventions.
2. Conduct a continuing information drive among its officials and employees.

grievance is the Grievance Machinery, the aggrieved party may submit the grievance to top management.

4. Establish its own internal procedures and strategies. Membership in the Grievance Machinery shall be considered part of the members' regular duties.
5. Submit a quarterly report on its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office (CSCRO).

III. PROCEDURES

1. A grievance shall be represented verbally or in writing in the first instance by the aggrieved party to his or her immediate supervisor. The latter shall, within three (3) working days from the date of representation, inform verbally the aggrieved party of the corresponding action.
2. If the party being complained of is the immediate supervisor, the grievance should be presented to the next higher supervisor.
3. A grievance shall be resolved expeditiously at all times at the lowest level possible. An aggrieved party shall present his or her grievance step by step following the hierarchy of positions.
4. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
5. Grievance proceedings shall not be bound by legal rules technicalities. Even verbal grievance must be acted upon expeditiously. The services of legal counsel shall not be allowed.
6. Grievance shall be heard in accordance with CSC Memorandum Circular No. 2, s. 2001.

IV. CASES COVERED BY GRIEVANCE MACHINERY

1. Non-implementation of policies, practices and procedures on economic and financial issues and other and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions.
2. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, lay-offs and other related issues that affect them.
3. Physical working conditions.
4. Interpersonal relationships and linkages.
5. Protest on appointment and other personnel actions.

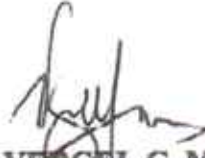
V. CASES NOT GOVERNED BY GRIEVANCE MACHINERY:

1. Disciplinary cases which shall be resolved pursuant to the uniform rules on administrative cases.
2. Sexual harassment cases as provided for in RA 7877.
3. Union related issues and concerns.

VI. REPEALING CLAUSE

This Executive Order supersedes all orders issued earlier involving the same subject. All orders/issuances inconsistent with this Executive Order are hereby repealed accordingly.

Issued this 28th day of January, 2020 here at Bulakan, Bulacan.



VERGEL C. MENESES
Municipal Mayor