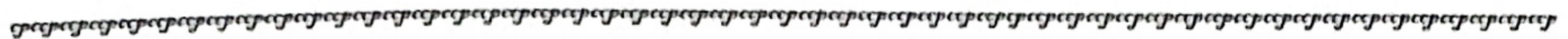




Republic of the Philippines
MUNICIPALITY OF QUEZON
Province of Quezon
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OFFICE OF THE MAYOR



ADMINISTRATIVE ORDER NO. 16

Series 2021

RECONSTITUTING THE GRIEVANCE COMMITTEE OF THE MUNICIPALITY OF QUEZON

Whereas, Chapter 5, Section 37 (Complaints and Grievance) of The Revised Administrative Code of 1987 on Civil Service Commission and other pertinent Civil Service Laws mandates the creation of Grievance Committee in every agency, including Local Government Units, which shall among others be responsible for the implementation of the grievance procedures set forth under said rules;

WHEREAS, the objective of the Grievance Machinery is to promote harmony in the workplace and to settle grievance at the lowest possible level of the organization;

NOW, THEREFORE, I, MA. CARIDAD P. CLACIO, Municipal Mayor of Quezon, Quezon, by virtue of the power vested in me by laws, do hereby create and establish the GRIEVANCE COMMITTEE of this municipality;

Section 1. Composition of Grievance Committee:

Chairperson	:	Hon. Ma. Caridad P. Clacio, Municipal Mayor
Vice Chairperson	:	Hon. Leo L. Oliveros, Municipal Vice Mayor
Members	:	Hon. Maribel A. Lamadrid SB Chair Comm on Good Governance & Ethics Ms. Jocelyn A. Sisprez, HRMO-Designate Ms. Mercedita J. Alibarbar, Rep. of Rank n' File Employees Head of Office where the problem exist

Section 2. That the grievance committee shall develop and implement pro-active measures that would prevent grievance and/or settle difference among employees;

Section 3. That the Grievance Committee shall establish its own procedures and strategies and membership in the grievance committee shall be considered part of the member's regular duties;

Section 4. That the grievance Committee may conduct investigation and hearing within ten (10) working days from receipt of the grievance and tender a decision within five (5) days after the investigation;

Section 5. That the grievance committee shall submit a quarterly report of its accomplishments and status of unresolved grievance to the Civil Service Commission Regional Office.

This Order shall take effect immediately.

DONE this 3rd day of February 2021 at Quezon, Quezon.


MA. CARIDAD P. CLACIO
Municipal Mayor