



## OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 07  
SERIES OF 2024

### AN ORDER RECONSTITUTING THE GRIEVANCE COMMITTEE IN THE LOCAL GOVERNMENT UNIT OF AMULUNG, CAGAYAN

**WHEREAS**, Section 11, Article II of the Philippine Constitution provides that the State value the dignity of every human person and guarantees full respect for human rights;

**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 set rules;

**WHEREAS**, the CSC issued revised policies in the Settlement of Grievance in the Public Sector Contained in CSC Res, No. 010113 dated January 10, 2001 and through the CSC Memorandum Circular No. 02, Series of 2001;

**WHEREAS**, one of the provisions of said circular is the creation of Grievance Committee in each LGUs to implement the objectives of the circular;

**WHEREAS**, the objectives of the Grievance Machinery are the following:

- a. Promote harmony in the workplace that leads to good supervisor-employee relations they improve individual moral and interpersonal relationships in the organization;
- b. Settle grievance at the lowest possible level in the organization; and,
- c. Serve as a catalyst for the development of capabilities of personnel on dispute settlements, especially among supervisors in the agency.

**NOW, THEREFORE, I, ELPIDIO REYES RENDON**, by virtue of the powers vested in me by law as the Local Chief Executive of the municipality of Amulung, do hereby order the reorganization of the Grievance Committee:

**Section 1. Structure:** The Grievance Committee of the municipality shall be composed of:




Chairperson

**Atty. Emalyn S. Gunayon, CPA**  
Municipal Accountant



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 AmulungMayorsOffice@gmail.com

Vice Chairperson	<b>Paul G. Belen</b> Human Resource Management Officer
Members	<b>EnP. Irma Concepcion M. Aguling</b> Municipal Administrator Designate
	<b>Jennelson B. Gorospe, JD</b> Municipal Budget Officer 2 <sup>nd</sup> Level Representative
	<b>Ma. Jesusa G. Catolico, RN</b> Nurse II Alternate-2 <sup>nd</sup> Level Representative
	<b>Ricky C. Burac</b> Administrative Aide III 1 <sup>st</sup> Level Representative
	<b>Jay-Ar S. Apao</b> Sanitation Inspector I Alternate-1 <sup>st</sup> Level Representative
Secretariat	<b>Ronalyn R. Calmona</b> Administrative Aide I

**Section 2. Functions.** The Grievance Committee shall have the following functions:


- a. Follow procedure and policies of the Grievance Machinery;
- b. Develop and implement pro-active measures to prevent grievances, such as quarterly employee assembly, talakayan counseling, human resource development interventions and other similar activities;
- c. Conduct continuing information drive on grievance machinery among officials and employees;
- d. 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 to the top management;
- e. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
- f. Issue Certification on the Final Action of Grievance (CFAG) which shall contain, among other things, the following information: history and final action taken by the agency on the grievance; and
- g. Submit a quarterly report of its accomplishments and status of unresolved grievance to the Civil Service Commission Regional Office.

**Section 3. Meeting.** The Committee shall meet as often as the Chairperson deems necessary.



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**Section 4. Tenure.** The first and second level representatives shall serve the prescribed two-year tenure. All other members shall continue to serve unless revoked.

**Section 5. Effectivity.** This Order shall take effect immediately, and copies of this Order shall be furnished to all concerned for their information and reference.

Done this 15<sup>th</sup> day of February 2024 at Amulung, Cagayan, Philippines.


  
ELPIDIO R. RENDON  
Municipal Mayor



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