



Republic of the Philippines
CITY OF IRIGA

OFFICE OF THE CITY MAYOR

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EXECUTIVE ORDER NO. 06-12

AN ORDER CREATING A GRIEVANCE MACHINERY COMMITTEE IN THE LOCAL GOVERNMENT OF IRIGA CITY.

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, s. 2001;

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

WEHEREAS, the objective of the Grievance Machinery are:

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

WHEREAS, in order to implement properly the above objectives, there is a need to create said committee.

NOW THEREFORE, I, MADELAINE ALFELOR-GAZMEN, by virtue of the power vested in me under Republic Act No. 7160 or the Local Government Code of 1991 hereby order:

SECTION 1. That the Composition of the Grievance Committee shall be the following:

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|-------------|---|---|
| Chairperson | - | Hon. Madelaine Alfelor-Gazmen, City Mayor |
| Members | - | Atty. Aldo P. Turiano City Administrator |
| | - | Dr. Nenet B. Beriña, DBM, HRMO |
| | - | Atty. Ruben Almelor, OIC-City Legal Officer |
| | - | Mrs. Maricyl P. Borja, Supervising Administrative Officer |
| | - | Mrs. Mina A. Embestro, Administrative Aide III |

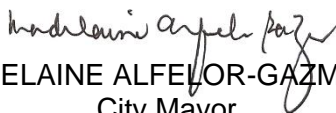
SECTION 2. That the Grievance Committee shall develop and implement pro-active measures that would prevent grievance and / or settle differences among employees;

SECTION3. That the Grievance Committee shall establish its own procedures & strategies, membership in the grievance committee shall be considered part of the members regular duties.

SECTION 4. that the Grievance Committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and tender a decision within five (5) working days after the investigation.

SECTION 5. that the Grievance shall submit a quarterly report of its accomplishments & status of unresolved grievance to the Civil Service Commission Regional Office.

Done this 3rd day of October, 2006, Iriga City, Philippines.


MADELAINE ALFELOR-GAZMEN
City Mayor