



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF BANSUD**

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO.06 S. 2021**

**RECONSTITUTING THE GRIEVANCE MACHINERY IN THE MUNICIPAL  
GOVERNMENT OF BANSUD**

**WHEREAS**, in line with the Revised Policies on the Settlement of Grievance in the Public Sector contained in CSC Resolution No. 010113, dated January 10, 2001 and implemented through CSC Memorandum Circular No. 2, s. 2001, the Municipal Government of Bansud hereby adopts the herein Grievance Machinery;

**WHEREAS**, the Municipal Government of Bansud shall establish its own **grievance committee** designated and reconstituted to answer and resolve expeditiously grievances between or among government officials and employees. Grievance shall be presented verbally or in writing in the first instance by the aggrieved party to his or her immediate supervisor. The latter shall written three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

**WHEREAS**, Grievance proceedings shall not be bound by legal rules and technicalities. Even verbal grievance must be acted upon expeditiously. The services of legal counsel shall not be allowed;

**WHEREAS**, the Local Government Unit of Bansud realizes the needs to implement the reconstitution of the GRIEVANCE MACHINERY, firstly in compliance with the provision of the Civil Service Commission and secondly to create a work atmosphere conducive to good supervisor-employee morale;

**NOW THEREFORE, I RONALDO M. MORADA**, by virtue of the powers vested in me by law and the Constitution, hereby promulgate this Executive Order Reconstituting the GRIEVANCE MACHINERY in the Municipal Government of Bansud as follows:

**Section 1 – COMPOSITION**

There is hereby reconstituted a Grievance Machinery Committee to be composed of the following:

**I. Chairperson:**

Ms. Pilar R. Vitto  
MGDH - I

**II. Members:**

Mr. Manuel I. Regencia  
Municipal Planning & Development Coordinator

Engr. Nonilon Q. Matira  
Municipal Engineer

Engr. Sonny Boy M. Manato  
Municipal Agriculturist

Dr. Mario O. Sales  
Municipal Health Officer

## Section 2 – FUNCTIONS, DUTIES AND RESPONSIBILITIES

1. The Local Chief Executive shall ensure equal opportunity for men and women to be represented in the grievance.
2. The agency grievance committee shall develop and implement pro-active measures that would prevent grievance, such as employee assembly which shall be conducted at least once every quarter, “talakayan”, counseling, HRD interventions and other similar activities.
3. The personnel unit, in collaboration with the agency grievance committee, shall conduct a continuing information drive on grievance machinery among its officials and employees.
4. The grievance committee may 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 top management.
5. A grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the agency on the grievance.
6. The personnel unit of the agency shall extend secretariat services to the grievance committee.
7. The grievance committee shall establish its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the member’s regular duties.
8. The grievance committee shall submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office.
9. Supervisors or officials who refuse to take action on a grievance brought to their attention shall be liable for neglect of duty in accordance with existing civil service law, rules and regulations.
10. The agency grievance machinery shall be submitted to the Civil Service Commission Regional Office concerned for approval. Subsequent amendments shall be subject to CSC approval and shall take effect immediately.

3. Certificate of Final Action on the Grievance

**CERTIFICATE OF FINAL ACTION ON THE GRIEVANCE**

This certifies that the grievance filed by \_\_\_\_\_  
on \_\_\_\_\_ has been acted upon by this Committee on \_\_\_\_\_  
Final Action Taken: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Chairman  
Grievance Committee

Section 9 – REPEALLING CLAUSE

All issuances inconsistent with the Executive Order are hereby repealed or revoked accordingly.

Done in the Municipality of Bansud, Oriental Mindoro this 26th day of February 2021.

  
**RONALDO M. MORADA**  
Municipal Mayor