MUNICIPALITY OF SANTA MARIA BULACAN
OFFICIAL
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SIGNATURE:
DATE:
TIME:

EXECUTIVE ORDER NO. 019 - 2022

"AN EXECUTIVE ORDER REORGANIZING THE MUNICIPAL GRIEVANCE COMMITTEE OF THELOCAL GOVERNMENT UNIT OF SANTA MARIA, BULACAN"

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 2, s. 2001 and Resolution No. 010113 dated January 10, 2001 establishing the Revised Policies on Grievance Machinery;

WHEREAS, the Civil Service Commission mandated all agencies to establish a Grievance Machinery that is the best way to address grievance between or among government officials and employees;

WHEREAS, the Civil Service Commission urged agencies to resolve grievances expeditiously at all times at lowest level possible;

NOW THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan by virtue of powers vested in me, by pertinent laws, do hereby order the reorganization of the Municipal Grievance Committee of the Municipal Government of Santa Maria, Bulacan to be composed of the following;

SECTION I. COMPOSITION.

CHAIRMAN	:	**BARTOLOME R. RAMOS** Municipal Mayor (or duly authorized representative)
MEMBERS	:	**PRIMO F. SANTOS, JR.** Human Resource Management Officer
	:	**Engr. RODELIO A. BERNARDO** Municipal Planning and Development Coordinator
	:	**ELIZABETH B. MENDOZA** Representative, Second Level Position
	:	**REBECCA S. HIPOLITO** Representative, First Level Position
	:	**RUEL C. DEL ROSARIO** Representative Employees Association

Poblacion, Santa Maria, Bulacan, 3022 Tel. No. (044) 762-8669 e-mail: smb.maoffice@gmail.com

SECTION II. DUTIES AND FUNCTIONS OF THE MUNICIPAL GRIEVANCE COMMITTEE:

1. Membership in the Grievance Committee shall have considered part of the member's regular duties;

2. Develop and implement pro-active measures or activities to prevent grievance such as employees' assembly, which shall be conducted at least once in every quarter, counseling and other HR interventions. Minutes of the proceedings of these activities shall be documented for audit purposes;

3. Conduct continuing information drive on Grievance Machinery among officials and employees on collaboration with the personnel-in-charge;

4. Conduct dialogue between and among the parties involved;

5. Conduct 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;

6. Direct the documentation of the grievance including the documentation and signing of written agreements reached by the parties involved;

7. Issue certification on the final action on the grievance which shall contain, among others things; and

8. Submit a quarterly report on its accomplishments and status of unresolved grievance to the Civil Service Commission, Regional Office No. 3.

SECTION III. EFFECTIVITY. This Executive Order takes effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done this 19th day of August, 2022 at the Local Government of Santa Maria, Province of Bulacan.

BARTOLOME R. RAMOS
Municipal Mayor

8-19-22

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