



**EXECUTIVE ORDER NO. 32**  
Series of 2023

**"PROVIDING FOR THE RECONSTITUTION OF PROVINCIAL GRIEVANCE COMMITTEE OF  
OCCIDENTAL MINDORO, DEFINING ITS DUTIES AND FUNCTIONS."**

**WHEREAS**, Memorandum Circular No. 02, series of 2001 by the Civil Service Commission mandates that all agencies shall establish a grievance machinery to address grievance between or among government officials and its employees;

**WHEREAS**, the formulation of the Provincial Grievance Committee is in line with Civil Service Commission's Memorandum Circular No. 02, series 2001;

**WHEREAS**, provided under Civil Service Commission's Memorandum Circular No. 02, series 2001 that the Grievance Machinery applies to all levels of officials and employees in the agency. It may also apply to non-career employees;

**WHEREAS**, the Provincial Government of Occidental Mindoro (PGOM) recognizes the importance of maintaining a harmonious work environment that supports the productivity and well-being of every employee;

**WHEREAS**, the Provincial Grievance Committee seeks to promote harmony in the workplace, thereby fostering productivity to each of its employee;

**WHEREAS**, the PGOM acknowledges the need for an effective grievance machinery that provides a fair and transparent process for addressing and resolving employee grievances in a timely manner;

**WHEREAS**, based on the foregoing, there is need to reconstitute the composition of the Provincial Grievance Committee;

**NOW THEREFORE, I, EDUARDO B. GADIANO**, Governor of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order that the Provincial Grievance Committee of Occidental Mindoro be reconstituted.

**Section I. Composition.** The Provincial Grievance Committee shall be composed of the following:

Chairperson	:	<b>MURIEL M. REGUINDING</b> Provincial Administrator
Vice-Chairperson	:	<b>MARIFE T. TAÑALA</b> PGDH (PHRMO)
Members	:	<b>ATTY. ELLA ROSE P. ABELEDA</b> SEMS/OIC-Legal Affairs/Investigation Division  <b>ALVIN T. PANGILINAN</b> LRCO-IV



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Employees'  
Representative : **1<sup>st</sup> Level**

**NIKKI V. BASA - Main**  
Admin Assistant I

**MARIA ANGELA T. CAYETANO - Alternate**  
Population Program Worker II

**2<sup>nd</sup> Level**

**RICHARD D. OBRADOR - Main**  
SAO

**HAEL VILLAR – Alternate**  
Admin Officer IV

Secretariat : **HAZEL JOY E. TABUGA**  
Admin Officer II

**Section II. Duties and Functions of PGC.** The Provincial Grievance Committee shall have the following duties and functions:

- a. Establish its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties;
- b. 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, Human Resource Development (HRD) interventions and other similar activities. Minutes of the proceedings of these activities shall be documented for audit purposes;
- c. Conduct continuing information drive on Grievance Machinery among officials and employees in collaboration with the Human Resource Management Office (HRMO);
- 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 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 on the 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 accomplishment and status of unresolved grievances to the Civil Service Commission Field Office Occidental Mindoro.





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**Section III. Duties and Functions of Secretariat.** The Secretariat shall have the following duties and functions:

- a. Assist the PGC in the conduct of Grievance procedure;
- b. Prepare the documentation and minutes every dialogue of Grievance, and the written agreements reached by its parties;
- c. Compile documents and case files related to Grievance; and
- d. Assist in the preparation of quarterly report of its accomplishment and status of unresolved grievance.

**Section IV. Cases Covered and Not Covered by the provincial Grievance Committee.** The following cases shall be acted upon through the Provincial Grievance Committee:

- a. Non-implementation of policies and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working conditions, leave benefits, and other related terms and conditions;
- b. Non-implementation of policies, practices, and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them;
- c. Physical working conditions;
- d. Interpersonal relationships and linkages;
- e. Protest on appointment and other personnel actions;
- f. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
- g. Sexual harassment cases as provided under RA 7877;
- h. Union-related issues and concerns; and
- i. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated in Section VI.

**Section V. Separability Clause.** If, for any reason, any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**Section VI. Repealing Clause.** All other orders, issuances, and memoranda issued inconsistent herewith are hereby repealed or modified accordingly.

**Section VII. Effectivity.** This Executive Order shall take effect immediately.

**Done** at the Office of the Governor, Provincial Capitol, Mamburao, Occidental Mindoro this 31st day of May 2023.

  
**EDUARDO B. GADIANO**  
Governor