



Republic of the Philippines
Province of Bulacan
City of Malolos

OFFICE OF THE GOVERNOR HON. DANIEL S. FERNANDO	
D.M.	
RECEIVED AT	
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Office of the City Mayor

Executive Order No. 39,
Series of 2020

“AN ORDER RECONSTITUTING THE MEMBERS OF THE GRIEVANCE COMMITTEE OF THE CITY GOVERNMENT OF MALOLOS ”

WHEREAS, Civil Service Commission (CSC) Resolution No. 010113 dated January 10, 2001 provides for the Revised Policies on Grievance Machinery which aims to promote harmony and productivity in the workplace and good and improved employee's relation and morale;

WHEREAS, the Grievance Machinery is best to address grievance between and/or among employees whenever applicable;

WHEREAS, to appropriately and properly implement the above objectives, there is a need to reconstitute the City Government of Malolos' Grievance Committee in compliance to existing laws and applicable issuances;

NOW THEREFORE, I, ENGR. GILBERT T. GATCHALIAN, City Mayor of Malolos, Bulacan, by virtue of the authority vested in me, do hereby order the following:

SECTION 1. COMPOSITION. The Grievance Committee is hereby reconstituted and shall be composed of the following officials and employees, to wit:

Chairperson	:	City Legal Officer
Members	:	City Mayor or his duly authorized representative City Administrator or his duly authorized representative City Human Resource Management Officer or his duly authorized representative Two (2) representatives, one (1) from the first level and one (1) from the second level, chosen through general assembly or other mode of selection to be conducted for the purpose or designated by the accredited employees' association.

SECTION 2. FUNCTIONS. The Grievance Committee shall have the following functions:

1. Develop and implement pro-active and dynamic measures that would prevent grievance, such as assemblies, counselling, interventions and other similar activities;
2. Conduct continuing information drive on grievance machinery among its officials and employees;
3. Conduct investigation and hearing and render decision the soonest time possible upon receipt of the grievance.
4. Establish internal rules, procedures and strategies to perform its mandated functions subject to applicable and existing laws, rules and regulations.
5. Submit to the Civil Service Commission a quarterly report of its accomplishment and status of all grievances.

SECTION 3. TECHNICAL WORKING GROUP AND SECRETARIAT SUPPORT. In order to assist the discharge of its functions, the City Human Resource Management Office and City Legal Office shall extend technical, clerical, administrative services to the Grievance Committee.

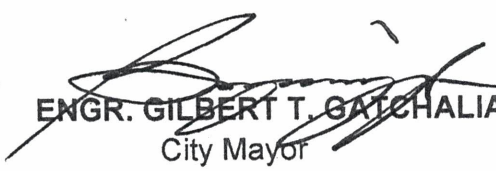
SECTION 4. FUNDING/OPERATING COSTS. All costs pertaining to the operation of the Grievance Committee to include payment of honoraria, if any, incidental and other expenses to its members, TWG, Secretariat and other appropriate personnel, as may be hereinafter be identified by the committee, shall be taken from the available funds of the City Government of Malolos subject to appropriate accounting and auditing rules and regulations.

SECTION 5. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 6. REPEALING CLAUSE. All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SECTION 7. EFFECTIVITY. This Executive Order shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set my hands this 24th day of July, 2020, in the City of Malolos, Bulacan.


ENGR. GILBERT T. GATCHALIAN
City Mayor