



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
Office of the Governor  
2F Capitol Compound, Lingayen, Pangasinan

**HON. RAMON V. GUICO III**  
*Governor*

**EXECUTIVE ORDER NO. 0001, SERIES OF 2023**

**RECONSTITUTING THE GRIEVANCE MACHINERY AND THE  
COMPOSITION OF THE GRIEVANCE COMMITTEE OF THE PROVINCIAL  
GOVERNMENT OF PANGASINAN**

**WHEREAS**, the establishment of a Grievance Machinery is pursuant to Memorandum Circular No. 02, series of 2001 on the Revised Policies on the Settlement of Grievances in the Public Sector issued by the Civil Service Commission;

**WHEREAS**, Executive Order No. 0014-2012 dated April 20, 2012 created the Grievance Committee and adopted the Grievance Machinery for the Provincial Government of Pangasinan and reconstituted its composition through Executive Order No. 0006-2017 on January 19, 2017;

**WHEREAS**, the Grievance Machinery of the Provincial Government of Pangasinan shall serve as an avenue in settling disputes among and between employees and shall resolve these grievances expeditiously at the lowest possible level in the organization;

**WHEREAS**, the Grievance Machinery shall apply to all levels of officials and employees in all offices and hospitals under the supervision of the Provincial Government of Pangasinan regardless of the status of appointment;

**WHEREAS**, there is a need to reconstitute the Provincial Grievance Machinery and the composition of the Grievance Committee which shall serve as a hearing body of the Provincial Government of Pangasinan in reviewing and hearing of petitions/grievances filed by an employee against elected or appointed official and/or against another employee, giving all parties equal opportunity to be heard;

**WHEREAS**, the Grievance Committee shall lead the establishment and implementation of the Grievance Procedure as stipulated in the Grievance Machinery of the Provincial Government of Pangasinan;

**WHEREAS**, the Grievance Committee shall make decisions on filed petitions/grievances based on the pieces of evidence presented by each party and shall maintain appropriate neutrality and shall accord due process to both the grievant and the respondent;

**NOW, THEREFORE, I, RAMON V. GUICO III**, Governor of the Province of Pangasinan, by virtue of the powers vested in me by law, do hereby reconstitute the Grievance Machinery and the composition of the Grievance Committee with the indicated functions, to wit:

**SECTION I: SCOPE AND LIMITATIONS OF THE GRIEVANCE MACHINERY**



**1.1. Scope:** The Grievance Committee shall review petitions/grievances of the following types:

- A charge of one of any of the types exemplified by but not limited to the following situation specified below may be filed by an employee of the Provincial Government of Pangasinan regardless of appointment or employment status, that his or her rights during a term of appointment or tenure have been violated by specified actions of an official, a superior or a fellow employee. Grievance shall refer to work related issues giving rise to employee dissatisfaction:
  - a) Abridgement of rights such as but not limited to violation of freedom;
  - b) Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, working hours, incentives, leave benefits and other related terms and conditions;
  - c) Non-implementation of policies, practices and procedures which affect employee working relations and working conditions;
  - d) Interpersonal relationship and linkages;
  - e) Discrimination (as to gender, religious affiliation, race, etc.);

**1.2 Limitations:** The following cases shall not be acted upon through the Grievance Machinery:

- a) Disciplinary cases which should be revolved pursuant to the 2017 Rules on Administrative Cases in the Service (2017 RACCS);
- b) Sexual Harassment cases as provided for under Republic Act No. 7877 or Anti-Sexual Harassment Act of 1995 – An Act Declaring Sexual Harassment Unlawful in the Employment, Education, or Training Environment, and other Purposes;
- c) Union – related issues and concerns.

## **SECTION 2: COMPOSITION OF THE GRIEVANCE COMMITTEE**

A non-voting Chair presides over the process. The Grievance Committee shall consist of five (5) tenured members from the employees of the Provincial Government of Pangasinan of whom at least three (3) shall be permanent employees. In selecting committee members, their integrity, probity, sincerity, and credibility shall be considered.

### **2.1. PROVINCIAL GRIEVANCE COMMITTEE**

**CHAIRPERSON:**

**MELICIO F. PATAGUE II**  
Provincial Administrator

**VICE  
CHAIRPERSON/S:**

**JANETTE C. ASIS**  
Provincial Government Department Head  
Human Resource Management and  
Development Office

**ATTY. GERONIMO M. ABAD** (Offices)  
OIC – Provincial Assessment Officer

**DR. DALVIE A. CASILANG** (Hospitals)  
Provincial Hospital Administrator



**MEMBERS:**

Concerned Chief of Office/Hospital  
Two (2) Rank and File Employees from the  
Office/Hospital Concerned

**2.2. RULES UNDER PROVINCIAL GRIEVANCE COMMITTEE**

- 2.2.1. In the event that the conflict (filed petitions/grievances) has not been resolved at the level of the Grievance Committee of the concerned office/hospital, the case shall be referred/forwarded to the Provincial Grievance Committee.
- 2.2.2. If the subject of the grievance is one of the Vice Chairpersons of the Provincial Grievance Committee, the Assistant Department Head of his/her office shall take her place and the employee next in rank to the assistant shall be a member of the Provincial Grievance Committee.
- 2.2.3. Two (2) members of the Provincial Grievance Committee shall be selected from the rank-and-file employees in the office or hospital concerned. Provided however, that the employees chosen are not the subject of the grievance or no conflict of interest exist.
- 2.2.4. No local elective official shall be eligible for election or service on the Grievance Committee.
- 2.2.5. A representative from the Human Resource Management and Development Office shall serve as Secretariat.

**2.3. OFFICE/HOSPITAL GRIEVANCE COMMITTEE**

A non-voting Chair presides over the process. The Office/Hospital Grievance Committee shall consist of five (5) permanent members of whom at least three (3) shall be regular employees, to wit:

**CHAIRPERSON:**

Chief of Office/Hospital

**VICE  
CHAIRPERSON/S:**

Appointed/Designated Administrative Officer  
Immediate Supervisor of the Aggrieved Party

**MEMBERS:**

Two (2) Rank and File Employees

**2.4. RULES UNDER OFFICE/HOSPITAL GRIEVANCE COMMITTEE**

- 2.4.1. The Chief of Office or Hospital concerned and the Administrative Officer shall be regular members of the Office/Hospital Grievance Committee.
- 2.4.2. The Chief of Office or Hospital concerned shall be the Office/Hospital Grievance Committee Chairperson. Provided however, if the subject of the grievance is the Chief of Office or Hospital, the Provincial Administrator shall take his/her place.
- 2.4.3. If the appointed/designated Administrative Officer is the subject of grievance, the Provincial Government Department Head of the Human Resource Management and Development Office (HRMDO) shall take his/her place.
- 2.4.4. The immediate supervisor of the aggrieved party shall be a member of the Office/Hospital Grievance Committee. Provided however, if the subject of grievance is the immediate supervisor, the Human Resource Management and Development Office (HRMDO) representative shall take his/her place in the committee.



- 2.4.5. Two (2) members of the Office/Hospital Grievance Committee shall be selected from the rank-and-file employees in the office or hospital concerned. Provided however, that the employees chosen are not the subject of the grievance or no conflict of interest exist.
- 2.4.6. At the beginning of each case, the question of whether a conflict of interest exists for a member of the Committee shall be decided, and the choice of the alternate member shall be made by the regular members of the grievance Committee, the member(s) in question abstaining.
- 2.4.7. No local elective official shall be eligible for election or service on the Grievance Committee.
- 2.4.8. The Office/Hospital Grievance Committee shall submit its updated members to the Human Resource Management and Development Office, and shall replace employees who have been separated from service.

### **SECTION 3. FUNCTIONS OF THE GRIEVANCE COMMITTEE**

**3.1.** The Grievance Committee Chairperson (*provincial and office/hospital level*) shall have the following responsibilities:

- a) Convenes and presides overall meetings of the Committee and at the grievance consultation conference;
- b) Makes all procedural rulings/decisions regarding the grievance process;
- c) Exercises complete control over all stages of the grievance consultation;
- d) Provides information to the Committee and participants about the grievance and the grievance process;
- e) Corresponds with the parties on behalf of the Committee as appropriate;
- f) Schedules all conference dates and meetings and deals with hearing logistics;
- g) Ensures that the Committee's work is completed in a timely manner;
- h) Prepares a written report of the Committee's findings and recommendations and compiles the official record to the Human Resource Management and Development and the Provincial Administrator (*for office/hospital Grievance Committee*) and to the Governor (*for Provincial Grievance Committee*);
- i) Plans and implements activities to foster camaraderie between and among supervisors and employees to enhance their interpersonal and working relationships.

**3.2.** The **Grievance Committee Vice Chairperson** (*provincial and office/hospital level*) shall have the following responsibilities:

- a) Assist the Chairperson in finalizing the written report of the Committee's decision, submitting a minority report, if necessary;
- b) Assist the Chairperson in preparing a response to any adverse decision of the Provincial Administrator and/or Governor, if deemed desirable or necessary by the Committee;
- c) Review all testimony and documentary evidence presented during the consultation conference;
- d) Review the credibility of the evidence, make specific findings of fact and determine whether the grievant has established the charges.

**3.3.** The **Grievance Committee Members** (*provincial and office/hospital level*) shall have the following responsibilities:

- a) Attend the initial orientation meeting, pre-conference consultation and all schedules conference dates;
- b) Document/record all testimony and safe keep documentary evidence presented during the consultation conference;
- c) Make preliminary determinations about whether the grievance has presented a matter within the jurisdiction of the Grievance Committee or, if not, whether the grievance should be allowed to amend the grievance or the grievance should be dismissed.

**3.4. The Office/Hospital Grievance Committee Members** shall have the following responsibilities:

- a) Assist the Chairperson in finalizing the written report of the Committee's decision, submitting a minority report, if necessary.
- b) Assist the Chairperson in preparing a response to any adverse decision of the Provincial Administrator and/or Governor, if deemed desirable or necessary by the Committee.
- c) Review all testimony and documentary evidence presented during the consultation conference.
- d) Review the credibility of the evidence, make specific findings of fact and determine whether the grievant has established the charges.
- e) Assist the Chairperson in finalizing the written report of the Committee's decision, submitting a minority report, if necessary.
- f) Assist the Chairperson in preparing a response to any adverse decision of the Provincial Administrator and/or Governor, if deemed desirable or necessary by the Committee.
- g) Review all testimony and documentary evidence presented during the consultation conference.
- h) Review the credibility of the evidence, make specific findings of fact and determine whether the grievant has established the charges.

#### **SECTION 4: BUDGETARY REQUIREMENT**

The budgetary requirement for the implementation of the Grievance Machinery shall be included in the Annual Investment Plan (AIP) to ensure its continuity.

#### **SECTION 5: EFFECTIVITY**

This Executive Order shall take effect immediately and all previous orders inconsistent herewith are hereby revoked or amended accordingly.

Done this 17th day of January, 2023 in Lingayen, Pangasinan.

**SO ORDERED.**

  
**RAMON V. GUICO III**