



Republic of the Philippines
PROVINCE OF SORSOGON
MUNICIPALITY OF GUBAT

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2020 - 003

**CREATING THE GRIEVANCE COMMITTEE OF THE MUNICIPALITY OF
GUBAT, SORSOGON**

WHEREAS, Section 16 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, states that the local government units shall ensure and support, among other things, the public morals, economic prosperity and social justice, maintenance of peace and order, and preservation of the comfort and convenience of their inhabitants;

WHEREAS, Section 17 of the same code, states that the local government units shall exercise powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities including infrastructure facilities intended primarily to service the needs of the residents of the municipality ;

WHEREAS, Rule XII (Complaints and Grievance) of the Omnibus Rules Implementing Book V of Executive Order. 292 and other pertinent Civil Service Laws mandates the creation of Grievance Committee in every department or agency, including local government units, which shall, among others, be responsible for the implementation of the grievance procedure set forth under said rules;

NOW THEREFORE, I, SHARON ROSE G. ESCOTO, Municipal Mayor of Gubat, Sorsogon, by virtue of the power vested in me by law, do hereby order the creation of the Municipal Grievance Committee.

Section 1. COMPOSITION. The Municipal Grievance Committee shall be composed of the following:

- Chairman : Atty. Augusto Cesar Ermino, Municipal Legal Officer
- Members : SB Chairman on Peace and Order Committee
Aida Mendivil, Municipal Human Resource Manager
Rizalde Ermino, Municipal Engineer
Jean Fabilane, Social Welfare Officer
Representative from relevant office

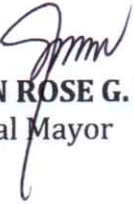
Section 2. DUTIES AND FUNCTIONS. The Municipal Grievance Committee shall be responsible of the following:

1. Conduct preliminary informal discussions with persons contacting the Committee with respect to potential formal grievances;
2. Determine that the concerns are within the Committee's jurisdiction;
3. Discuss appropriateness of a formal grievance as a means for resolution of the concerns;
4. Attempt to reach a negotiated settlement, where appropriate.

5. Develop and implement pro-active measures that would prevent grievances such public consultations and hearings;
6. Establish its own procedures & strategies, membership in the grievance committee shall be considered part of the members' regular duties;
7. Submit a monthly report of its accomplishments & status of unresolved grievance to the Municipal Mayor.

Section 4. EFFECTIVITY. This order shall take effect immediately.

Done this 21st day of January, 2020 in the Municipality of Gubat, Province of Sorsogon.


SHARON ROSE G. ESCOTO
Municipal Mayor

*cc: Concerned Members and Offices
DILG Municipal Operations Office*