



OFFICE ORDER

No. 36, s. 2023

TO : ALL CONCERNED

SUBJECT : Composition of the MinSU Grievance Committee

DATE : 24 July 2023

In the exigency of service and pursuant to Civil Service Commission Memorandum Circular No. 02, s. 2001 and the University Grievance Machinery, the **Grievance Committee** of the Mindoro State University is hereby re-organized effective this date, with the following composition:

Chairperson : **Joelene C. Leynes** - Vice-President for Administration and Finance
Members : **Filomena P. Reyes** - Chief Administrative Officer
(Regular) : **Head/Chief of Organizational Unit where grievance occurs:**
Nemesio H. Davalos - VP for Academic Affairs
Christian Anthony C. Agutaya - VP for Research, Extension & Development
Elvi C. Escarez - Campus Executive Director, Calapan City Campus
Ciedelle P. Salazar - Campus Executive Director, Bongabong Campus

Members (Provisional)	Main Campus	Calapan City Campus	Bongabong Campus
Human Resource Management Officer	Zea Fiel V. Sigue Administrative Officer IV	Annabelle Q. Madrigal Administrative Officer IV	Mary Jane R. Almarez Administrative Officer IV
Rank and File representatives:			
a) Faculty	Christian B. Apostol Assistant Professor III	Bernadette P. De Guzman Assistant Professor III	Eva V. Brinosa Associate Professor IV
b) Non teaching- 2 nd level	Heidelita G. Bumohya Guidance Counselor III	Aleth Attila D. Abarquez Guidance Counselor III	Daffodel D. Famenia Administrative Officer I
c) Non-teaching, 1 st level	Marlon B. Cantos Administrative Aide IV	Bobby R. Alcanices Security Guard II	Baby Anne Marie G. Mauhay Administrative Aide VI
Alternates*			
a) Faculty	Anna Liza A. Vitto Instructor III	Fidel C. Romasanta Assistant Professor II	Glenda P. Binay Associate Professor I
b) Non-teaching, 2 nd level	Melgar G. Fadriquealan Administrative Officer V	Leonor E. Rubia College Librarian I	Felisa R. Rocha Administrative Officer I
c) Non-teaching, 1 st level	Victoria M. Castillo Administrative Aide VI	Belen C. Ornedo Administrative Aide III	Lina B. Javier Administrative Aide VI

**will participate only when the rank & file representative is absent*

In addition to finding the best way to address specific grievance, the committee shall have the following duties and responsibilities:

1. establish its own internal procedures and strategies;
2. develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted at least once every quarter, "talakayan", counseling and other HRD 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 in collaboration with the personnel unit;
4. conduct dialogue between and among the parties involved;
5. conduct an investigation and hearing within ten (1) 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;
6. direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
7. issue Certification of the Final Action on the Grievance (CFAG) which shall contain, among other things, the following information; history and final action taken by the College on the grievance; and,
8. submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

It is expected that the committee will perform their duties and responsibilities in providing and promoting harmony in the workplace, thereby fostering productivity of each member of the organization.

It is also requested that the committee should convene to orient/re-orient themselves of their duties and responsibilities.

This designation will remain in full force unless otherwise revoked by another officer order.

Sdg

LEVY B. ARAGO, JR. Ph.D.
Univeristy President