



OFFICE ORDER
No. 21, s. 2024

To : ALL CONCERNED

Subject Reconstitution of the Committee on Decorum and Investigation (CODI) of the Mindoro State University (MinSU)

Date 21 March 2024

In accordance with Republic Act No. 7877 and the MinSU Disciplinary Rules on Sexual Harassment, the Committee on Decorum and Investigation (CODI) of the Mindoro State University (MinSU) is hereby reconstituted effective March 21, 2024, to wit:

Chairperson	:	Joelene C. Leynes - VP for Administration and Finance		
Members (Regular)	:	Filomena P. Reyes - Chief Administrative Officer <i>Head/Chief of Organizational Unit where complaints on sexual harassment exists:</i> Nemesio H. Davalos, Ph.D. – VP for Academic Affairs Christian Anthony C. Agutaya, Ph.D. – VP for Research Development and Extension Elvi C. Escarez - Campus Executive Director, Calapan 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 V	Annabelle Q. Madrigal Administrative Officer IV	Mary Jane R. Almarez Administrative Officer IV
Rank-and-File Representatives				
a) Faculty		Arvin P. Tolentino Assistant Professor II	Ronnie F. Magsino Associate Professor I	Dionisio E. Briñosa Assistant Professor IV
b) Non-teaching (2 nd Level)		John Emmanuel Merhan Planning Officer II	Shiela Marie Y. Edulzura Guidance Counselor I	Joanne Marie O. Sapinit Nurse II
c) Non-teaching (1 st level)		Marlon B. Cantos Administrative Aide IV	MacHermie R. Landicho Administrative Aide VI	Baby Anne Marie G. Mauhay Administrative Aide VI
Alternates*				
a) Faculty		Sharon M. Gardoce Assistant Professor III	Dr. Erlinda D. Palomera Associate Professor II	Glanys Wajima Rocell A. De Guzman Associate Professor I
b) Non-teaching (2 nd Level)		Heidelita G. Bumohya Guidance Counselor III	Kevin Carlo M. Maniaul Administrative Officer I	Daffodyl D. Famenia Administrative Officer I
c) Non-teaching (1 st Level)		Kemberly R. Manalo Administrative Aide III	Rex Rogelio Security Guard I	Marife Anne S. Delos Santos Administrative Aide VI
Secretariat		Joan F. Politico Assistant Professor II	Maria Clarissa S. Magdael Instructor III	Jessa Mae V. Recto Instructor III

The Committee shall perform the following duties and responsibilities in accordance with guidelines provided in the MinSU Administrative Disciplinary Rules on Sexual Harassment:



1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints in accordance with the prescribed procedures;
3. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
4. Lead in the conduct of discussion about sexual harassment within the University to increase understanding and prevent incidents of sexual harassment.

This order shall take effect on March 21, 2024 and shall remain in effect, unless revoked or modified accordingly.

For the information and guidance of all concerned.

Sgd

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.

Officer-In-Charge

Office of the University President



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. Fadriquean 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.

Sgd

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