



**EXECUTIVE ORDER NO. 075**  
**Series of 2021**

- c.) May conduct investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within (5) working days after the investigation. Provided, however, that where the object of the grievance committee, the aggrieved party may submit the grievance to top management.
- d.) Establish its own internal procedures and strategies.
- e.) Submit a quarterly report of its accomplishments and status of unresolved grievance to the Civil Service Commission.

**SECTION 3. REPEALING CLAUSE.** All executive orders, proclamations, rules, regulations, previous issuances or parts thereof, inconsistent with the provisions of this Order are hereby repealed, amended and modified accordingly.

**SECTION 4. EFFECTIVITY.** This executive order shall take effect immediately.

DONE in the Municipality of Marcos, Ilocos Norte this 5<sup>th</sup> day of November 2021.

  
**ANTONIO V. MARIANO**  
Municipal Mayor

*"Pasantaken ni Marcoseño, iti Napudpudno a Serbisyo"*



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**RECONSTITUTING THE GRIEVANCE COMMITTEE OF THE LOCAL GOVERNMENT UNIT OF MARCOS, ILOCOS NORTE**

**WHEREAS**, the Civil Service Commission issued CSC Resolution No. 010113 dated January 10, 2001 adopting the Revised Policies on Grievance Machinery which seeks to promote harmony in the workplace;

**WHEREAS**, Memorandum Circular No. 02s. 2001 provides the Revised Policies on the settlement of Grievances in the Public Sector.

**WHEREAS**, the Municipality of Marcos reconstitute the Grievance Committee to resolve expeditiously at all times at the lowest level possible in the agency and establish a grievance machinery;

**NOW THEREFORE I, ANTONIO V. MARIANO**, Municipal Mayor of Marcos, Ilocos Norte, by virtue of powers vested in me by law do hereby order the reconstitute of the Grievance Committee of Marcos, Ilocos Norte, to wit:

**SECTION 1: COMPOSITION:** The following shall compose the Grievance Committee:

<b>Chairman:</b>	Evelyn I. Villanueva	HRMO Designate
<b>Members:</b>	Donna Bless Isaac	MPDC
	Cynthia G. Ablog	MSWDO
	Gladies A. Villanueva	2 <sup>nd</sup> Level Representative
	Elmer Ababao	1 <sup>st</sup> Level Representative
	Jennifer Dela Cruz	Bilis Aksyon Partner (BAP)
	Magna Macalma	MBO

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

- a.) Develop and implement pro-active measures that would prevent grievance, such as employee assembly which shall be conducted at least once every quarter "talakayan", counselling, HRD interventions and other similar activities.
- b.) Conduct continuing information drive on grievance machineries among its officials and employees in collaboration with personnel unit.

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