



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 008
Series of 2023

EXECUTIVE ORDER CREATING THE COMPOSITION OF THE MEMBERS OF THE GRIEVANCE COMMITTEE OF LGU-MATNOC

WHEREAS, The GRIEVANCE MACHINERY of this municipality has been approved by the CSC Regional Office No. 5 since 2001 in conformity with CSC Revised Policies via CSC Resolution No. 010113 and CSC MC No. 02-s. 2001.

NOW THEREOF, I CATTLEYA M. SO, Municipal Mayor of Matnog, Sorsogon, by virtue of the powers vested in me by law hereby order the composition of the Grievance Committee whose task is to make the GRIEVANCE MACHINERY of the Municipality of Matnog, Sorsogon, Philippines functional.

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SECTION 1. COMPOSITION. The GRIEVANCE COMMITTEE shall be composed of the following:

Chairman- **HON. CATTLEYA M. SO**, Municipal Mayor

Members: **HON. JOSEPH O. GO**, SB Chairman on committee on Justice, Good Government and Human Rights
LENIE G. CABILI, Municipal Accountant
DR. ROSSANA B. GALERIA, Municipal Health Officer
KAREN B. ANTURPIA, - Agritech I
ANNETTE G. GEALONE, - GWO I
JAYSON CALANDAG, HRMO I - Designate

SECTION 2. FUNCTIONS AND RESPONSIBILITIES. It shall be the duty of the committee to mediate, conciliate, arbitrate, and settle amicably any dispute from employee to employer, supervisor to employee and between employees of the LGU in conformity with the basic policies stipulated in approved revised GRIEVANCE MACHINERY.

SECTION 3. The Grievance Committee shall convene immediately upon the receipt of any complaints or disputes for any of the above.

3.1 The complaint shall be submitted to the SB Secretary and the same shall notify that complaint has or have been received to the members and the chairman shall set the venue and when such complaint/s shall be heard.

SECTION 4. EFFECTIVITY. The Grievance Committee shall take effect this _____ day of _____, 2023.

Let copies of this executive order be furnished all LGU departments and a copy shall be posted at the Bulletin Board.

DONE in Matnog, Sorsogon this 3rd day of APRIL, 2023.


HON. CATTLEYA M. SO
Municipal Mayor